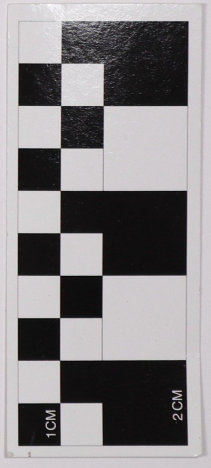
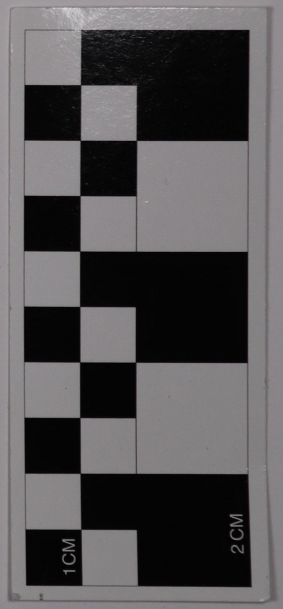
The Ruth and Charles Gilb Arcadia Historical Museum Commission

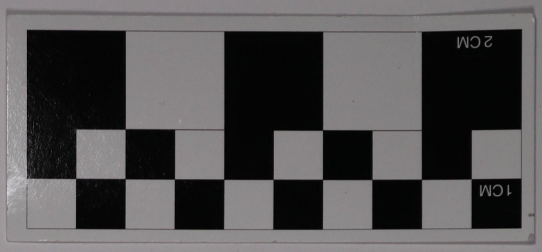


COUNCIL LIAISON

Every year, the Mayor appoints a Council Member to each of the City' s Boards and Commissions to act as a Liaison representative. The Liaison is expected to attend the first Board or Commission meeting that takes place after he/she is appointed (absent an emergency or other unavoidable conflict) and is encouraged to attend as many Board or Commission meetings as possible and appropriate throughout the year.

It should be noted that when Council Members attend Commission meetings, they are not voting members and are not suppose to actively participate in discussions or deliberations. Further, Council Liaisons are not expected to express an opinion as to how the City Council may act on a matter that is before the Board or Commission.





INSTITUTE FOR LOCAL GOVERNMENT

The ABCs of Open Government Laws

The underlying philosophy of the open government laws is that public agency processes should be as transparent as possible. Such transparency is vital in promoting public trust in government.

This concept of governmental transparency is so important to the public that some 83 percent of voters supported adding it to California's constitution by adopting Proposition 59 in 2004.

California's open government laws require public officials to:

A

Conduct meetings of public bodies openly, except for limited circumstances under which the law allows the public's business to be conducted privately in closed sessions.

B

Allow the public to participate in meetings of public bodies through a public comment process.

C

Allow inspection and copying of public records, except when non-disclosure is authorized by law.

This pamphlet summarizes these three requirements in general terms.

Local officials are also encouraged to consult with their agency attorneys for information about how these requirements apply in any given situation or more information about this area of the law.

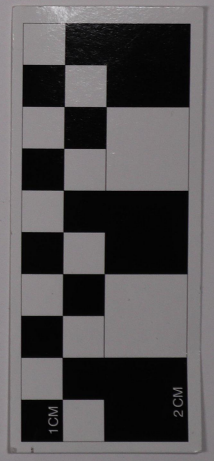
www.ca-ilg.org

For Personal Use Only. Not for Distribution.

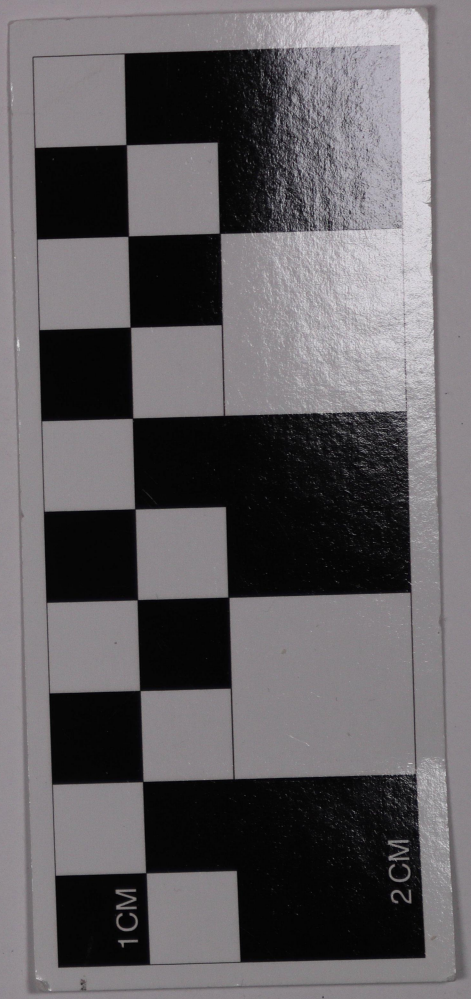
Please place this on page 12.

CITY OF ARCADIA
CALIFORNIA
Incorporated
August 5, 1903
Community of Homes

BOARDS AND COMMISSIONS HANDBOOK JULY 2007



CITY OF
ARCADIA
Jackie Faust-Moreno
Director of Library and
Museum Services
Arcadia Public Library
20 West Duarte Road
Arcadia, CA 91006
(626) 821-5565
(626) 447-8050 Fax
jfaust-moreno@ci.arcadia.ca.us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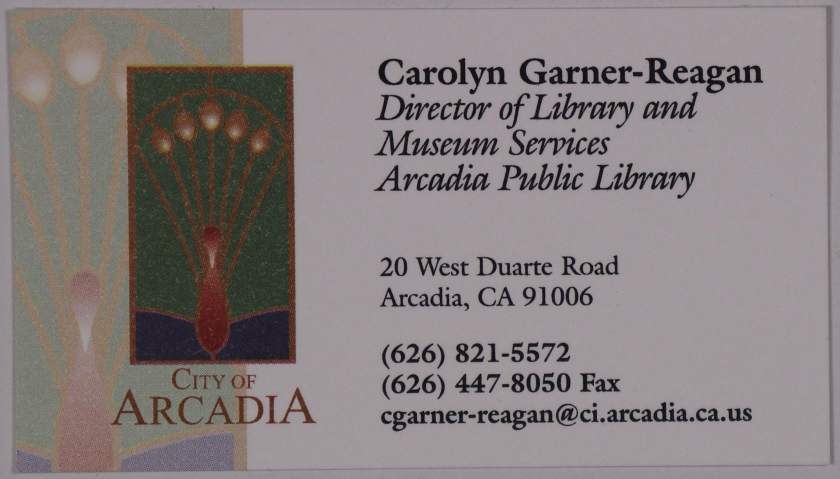
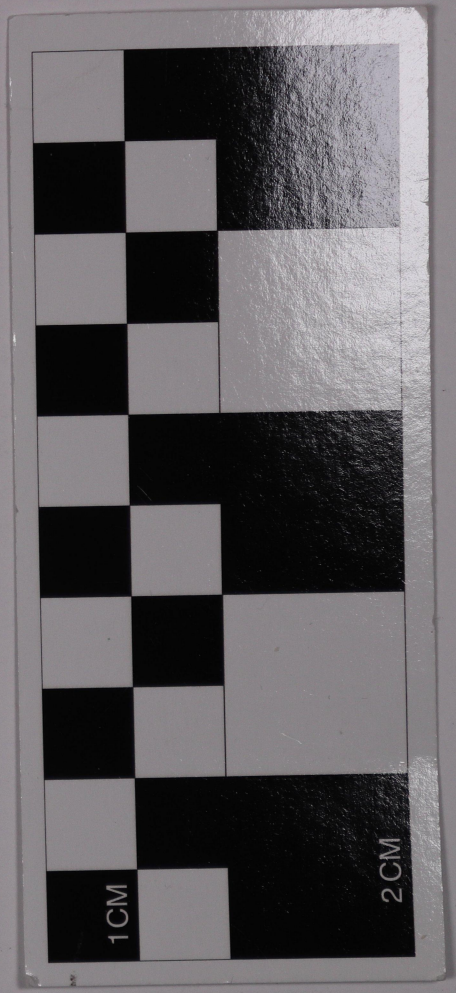

CITY OF
ARCADIA
Carolyn Garner-Reagan
Director of Library and
Museum Services
Arcadia Public Library
20 West Duarte Road
Arcadia, CA 91006
(626) 821-5572
(626) 447-8050 Fax
cgarner-reagan@ci.arcadia.ca.us

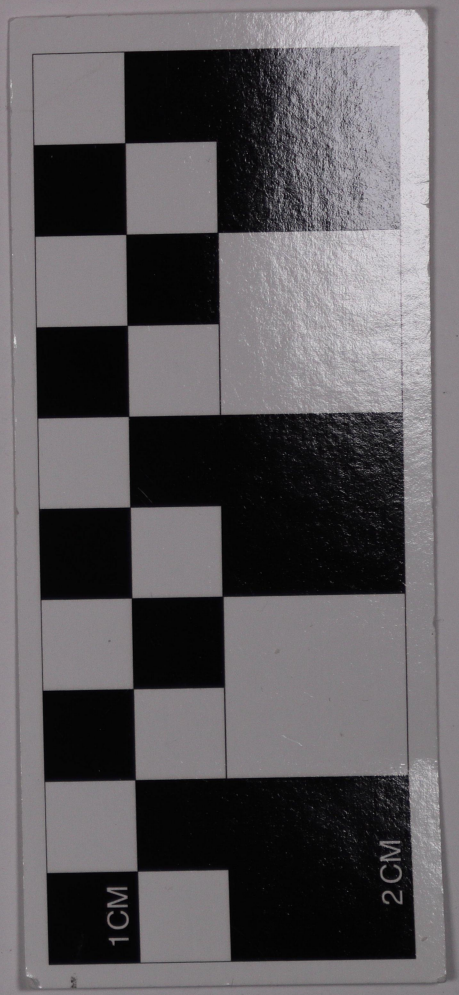

1CM
2CM

Dana Dunn
Curator
Ruth and Charles Gilb
Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91066-6021

(626) 574-5468
(626) 821-9057 Fax
ddunn@ci.arcadia.ca.us

City of
Arcadia

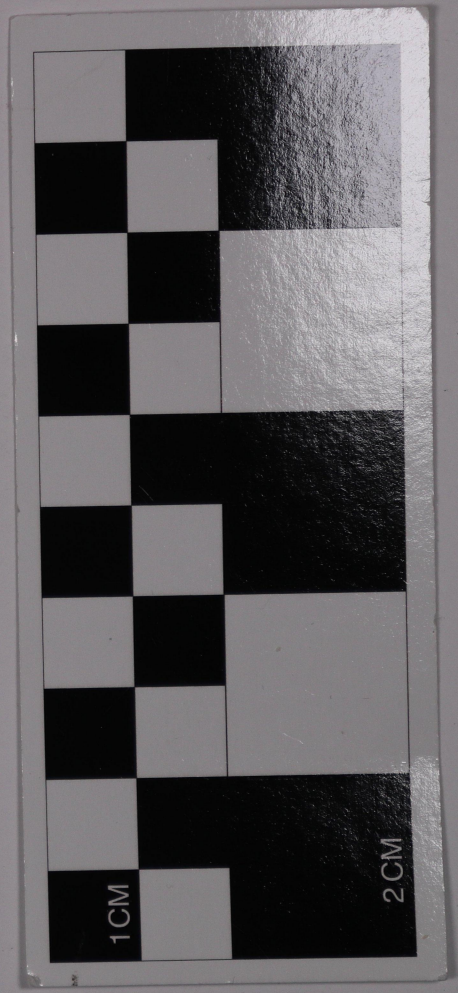


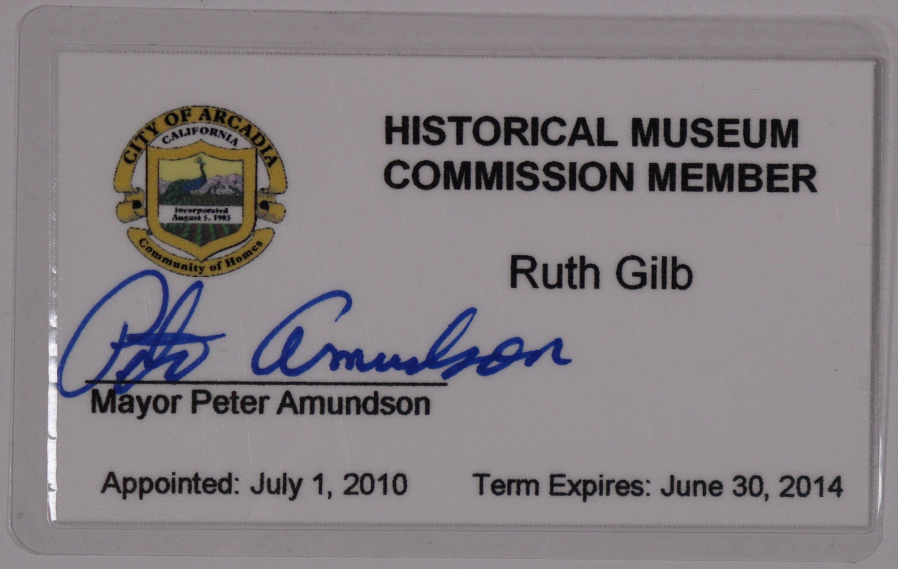
Lindsey Sun
Museum Education Coordinator
Ruth and Charles Gilb
Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91066-6021

(626) 574-5478
(626) 821-9057 Fax
lsun@ci.arcadia.ca.us

City of
Arcadia




CITY OF ARCADIA
CALIFORNIA
Incorporated August 5, 1903
Community of Homes
HISTORICAL MUSEUM
COMMISSION MEMBER
Ruth Gilb
Mayor Peter Amundson
Appointed: July 1, 2010
Term Expires: June 30, 2014

1CM
2CM

Ruth and Charles Gilb Arcadia Historical Museum
Patio Use Policy and Agreement Form

The Museum Patio is available to community groups or organizations for meetings of a civic, cultural, charitable, intellectual or educational nature. Meetings on the Patio must be open and free to the public.

The facilities are available at no charge to the following organizations:

- City of Arcadia
- Arcadia Historical Museum Commission
- Arcadia Historical Society and Friends of the Museum
- Arcadia Unified School District

The facilities are available for a fee to non-profit organizations.

The facilities are not available for the following:

- Commercial organizations
- Private parties

Use that would conflict with Museum programs or activities cannot be granted.

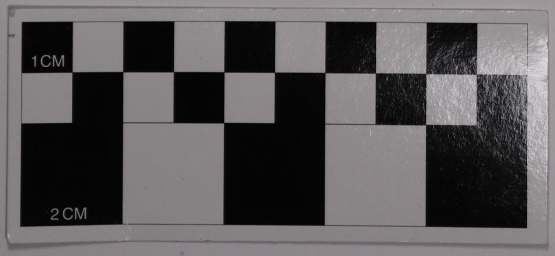
Application for use of the Patio shall be made no more than three months in advance and at least 48 hours prior to the proposed date of use. Priority will be given to Museum-sponsored activities. The Patio is available only during the hours the Museum is open to the public. The Museum may at its sole discretion reject an application. Any scheduled group may be asked to reschedule a particular meeting in order to make the space available for a special purpose.

Food and beverages are prohibited inside the Museum gallery and collection storage areas. Users will be responsible for making sure that event attendees do not enter the Museum with food or beverages at any time. The kitchen may be used for food staging with prior approval and within the rental time. Access to the kitchen is from the Patio only. Passage through the collection storage area to and from the kitchen is not permitted.

Fees for the use of the Patio are payable at the time of the application.

- There is a fee of $20.00 per hour with a two hour minimum. The total fee is derived by multiplying the hourly fee by the number of hours (including any portion of an hour which shall be rounded up to a full hour) of the proposed and approved use.
- There is an additional fee if food and beverages are served of $20.00
- Fees will be refunded only if the event is cancelled two or more weeks prior to the scheduled date of use.

The Patio will be available at no charge for setup thirty (30) minutes prior to the scheduled start time of the event. Cleanup must be completed by the end of the



DRAFT

AGREEMENT
FOR THE OPERATION OF THE RUTH AND CHARLES GILB ARCADIA HISTORICAL MUSEUM
BETWEEN CITY OF ARCADIA AND THE ARCADIA HISTORICAL SOCIETY

THIS AGREEMENT is made and entered into this ____ day of _____, 2011 by and between the City of Arcadia, a charter city in the state of California and municipal corporation (the "CITY"), with its principal place of business at 240 West Huntington Drive Arcadia, CA 91006 and the Arcadia Historical Society, a not for profit organization ("SOCIETY"), with its official address of P.O. Box 60021, Arcadia, CA 91066-6021.

RECITALS

WHEREAS, because plans were developed to build the Ruth and Charles Gilb Arcadia Historical Museum (the "Museum"), the CITY and SOCIETY entered into an agreement whereby the CITY would own and maintain the building, the SOCIETY would lease the building from the CITY and the CITY would manage the Museum. When volunteer curator Carol Libby announced her retirement, the CITY agreed to fund a staff position and take over operation of the Museum. Operational responsibility and oversight was transferred by the City Manager from his office to the City Librarian; and

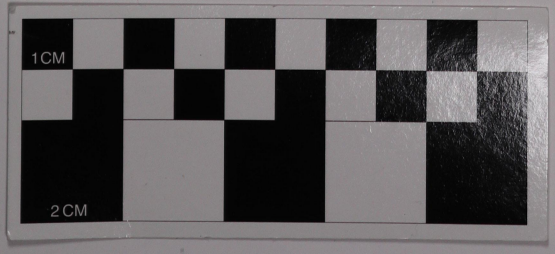
WHEREAS, on November 6, 2001, the City Council created the Arcadia Historical Museum Commission to serve in an advisory capacity to the City Council about the operations of the Museum. The seven-member commission is comprised of four members suggested by the SOCIETY and approved by the Council; two members suggested by the City Council and one member suggested by the Library Board of Trustees in recognition of the Library's longstanding collection of and commitment to preserving Arcadia history. On May 6, 2003, the 1999 agreement between the CITY and the SOCIETY was terminated and a new agreement was made. In November 2005, an agreement between the CITY and SOCIETY for the operation of the Museum Gift Shop was signed; and

WHEREAS, as of March 2011, the SOCIETY adopted a new Mission Statement: *The mission of the Arcadia Historical Society is to preserve, protect, interpret and promote community interest in the history of the City of Arcadia and its immediate environs.*; and

WHEREAS the Friends of the Museum are now the Friends of the Society and no longer desire to operate a gift shop in the Museum; and

WHEREAS, the SOCIETY informed the City Manager and Director of Library and Museum Services on April 13, 2011 that the SOCIETY wished to remove their collections including but not limited to their photographs, ephemera and any artifacts that the Museum does not wish to use for exhibits; and

WHEREAS, because this new mission statement has been broadened to enlarge the SOCIETY'S efforts and no longer makes specific mention of the Museum and because of the SOCIETY'S decision to remove their property and because of the acknowledged need on the parts of the CITY and the SOCIETY to clarify and detail the Museum's operational aspects, a new agreement is needed and entered into in this Memorandum of AGREEMENT.



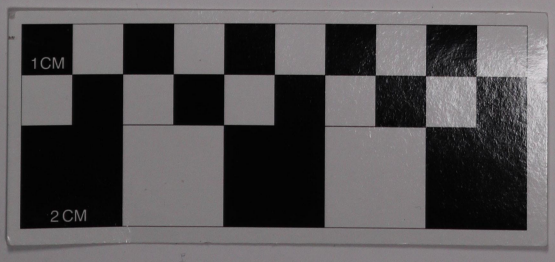
For Ruth Gibb

Carolyn Garner-Reagan

From: Gary Kovacic [garykovacic@gmail.com]
Sent: Wednesday, May 04, 2011 3:14 PM
To: Carolyn Garner-Reagan
Cc: Don Penman; Connie Schacatano; Mary Buttice; Gary and Baarbara Kovacic
Subject: Historical Museum 10th Anniversary - October 9

Carolyn: I know we laughed about the much advanced notice of the 10th Anniversary celebration for the Historical Museum scheduled for October 9, but it turns out I will be out of town from October 8 – 15. I don't want you to change any plans just because of me, but I wanted you to know about my calendar.

All the best,
Gary



Ruth & Charles Gilb Arcadia Museum

Arcadia Historical Society

Long Term Financial Committee

Curator's Wish List (revised)

Museum Education Building

This would be a new structure, in addition to the current museum, on the adjacent area where the shuffle board courts are located currently. The museum would have primary use rights for historical programs and education, also sharing the space with the recreation department. This space would be used for Family Fun Days, school group education, the Scout Program, adult education and other programs associated with the museum and historical society.

Exhibit Display Cases and Pedestals

Museum display cases are needed for the exhibit spaces to allow for more varied exhibit presentation, and mostly needed for security of the artifacts. We would need a variety of heights and sizes to accommodate the revolving artifacts and exhibits on display. Cases from about 900.00 to 4,000.00 and up. Pedestals from about 150.00 to 1,000.00.

Exhibit Display Walls and Graphics, Historical Chronology Space

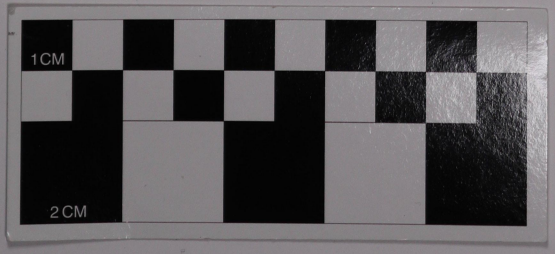
Exhibit walls and graphics are needed for the Arcadia historical chronology section. These walls will allow for better interpretation of the historical time periods of Arcadia, separating the time periods such as; early Indian history, the Hugo Reid Period, The Lucky Baldwin Period, WWI, WWII, etc. Graphics can also be incorporated into the walls, making the exhibit space more inviting and attractive. Prices to be determined after consultation with designer.

Dorfman Museum Figures

This company makes custom figures (mannequins) according to specific needs. They are the best figures available and are even used by the Smithsonian. We would give them a photograph and they will produce a figure to look just like the historic person. I would like to suggest a figure of Anita Baldwin for our new Anita/Anoakia exhibit that we are planning, or one of Lucky Baldwin. There are many other historic figures we could do as well, but these two seem like they would be most important figures to start with in Arcadia history. Ballpark figures: 3,000.00 to 4,000.00 each.

Tour Mate

Tour Mate is a self-guided audio tour system that can be used in our Arcadia chronological history section primarily. This would be a pre-taped audio tour, written and performed by museum staff, historical society members and guests from the community about the history of Arcadia. We could even have some of our historical society members tell stories or, for example, we could have a Tongva person narrating the Native American history, etc. We could also use this device for our revolving temporary exhibit tours. The system would rent out at the front desk. Six wand system: about 5,000.00. Software: about 2,500.00



BYLAWS OF

Arcadia Historical Museum Foundation

a California Nonprofit Public Benefit Corporation

ARTICLE I

NAME

The name of this corporation is

ARTICLE II

OFFICES

SECTION 2.01. PRINCIPAL OFFICE

The principal office for the transaction of the activities and affairs of the corporation ("principal office") is located at **Los Angeles** County, California. The Board of Directors ("the Board") may change the principal office from one location to another. Any change of location of the principal office shall be noted by the Secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

SECTION 2.02. OTHER OFFICES

The Board may at any time establish branch or subordinate offices at any place or places where the corporation is qualified to conduct its activities.

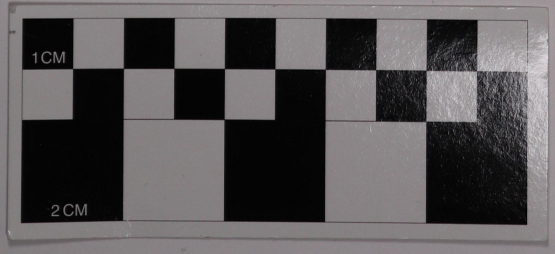
ARTICLE III

PURPOSES AND LIMITATIONS

SECTION 3.01. PURPOSES

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for charitable and public purposes. This corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United State Internal Revenue Law). Notwithstanding any other provision of these Bylaws, this corporation shall not, except to an insubstantial degree, carry on or engage in any activities or exercise any powers

public benefit



City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Jackie Faust-Moreno
Director of Library and Museum Services

AGENDA

Arcadia Historical Museum Commission

July 6, 2011
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**

2. **Roll Call**

3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**

4. **Matters from Council Liaison**

5. **Matters from Historical Museum Commission Members**

6. **Election of Officers and appointment of Liaison**
   a. Chairperson
   b. Chair pro tempore/Member of Deaccession Committee
   c. Liaison to the Arcadia Historical Museum Foundation

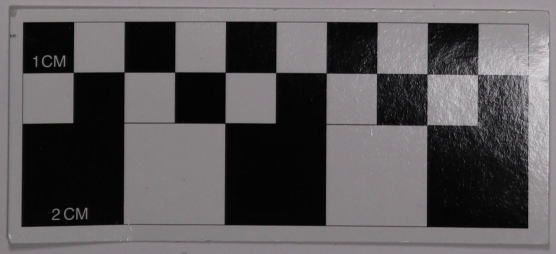
7. **Consent Calendar**
   a. Minutes of the meeting of May 4, 2011

8. **Reports to be discussed and filed**
   a. Staff Report
   b. Museum Foundation Report

9. **Items for update/discussion/appropriate action**
   a. Arcadia Historical Society report and status of the agreement between Society and the City.
   b. Alice Slater Fund update.

10. **Adjourn to Wednesday, September 7, 2011 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair Ruth Gilb at 5:05 p.m. on May 4, 2011.

Pledge to the Flag: Lindsey Sun led the Pledge.

Roll Call: Present: Marsha Burkhalter; Ruth Dunlop; Vince Foley; Ruth Gilb; Lee Segal; Alice Wang; Victor Wu; Mickey Segal (City Council Liaison); Carolyn Garner-Reagan (Director of Library and Museum Services); Jackie Faust-Moreno (Library Services Manager); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in attendance.

Matters from Council Liaison: Council Liaison Mickey Segal provided updates about ongoing budget negotiations. The Council, at the moment, has no plans of making any budget cuts that will affect services and programming. Another matter the Council will be looking into involves Library Board member Scott Hettrick. There have been growing concerns from some community members about potential conflicts of interest due to Mr. Hettrick's multiple roles in the City, including Executive Director of the Arcadia Chamber of Commerce, owner of Arcadia's Best website, Director of Arcadia's Best Foundation and Arcadia Historical Society Board member.

Matters from Historical Museum Commission Members: In light of removal of the Museum from the Arcadia Historical Society's mission statement, Ruth Gilb asked if the Society should be allowed to make recommendations for four Commission member appointments. Director of Library and Museum Services Carolyn Garner-Reagan stated that this would require a Council resolution. Mr. Segal will try to place discussion of this issue on a future Council agenda.

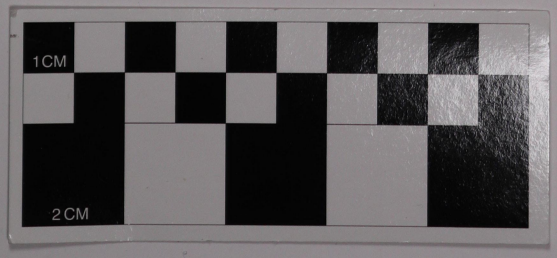
Consent Calendar: It was MSC to approve the March 2, 2011 Minutes. **M-7-2011**

Reports to be discussed and filed:

Staff Report: Curator Dana Dunn highlighted information from the Staff Report. Commission members were encouraged to view the newest exhibit, "Traditional Silk and Silver Fashions of China's Minorities." Adult Museum volunteer Jack McCrea's genealogy workshop was well attended. Attendees found the workshop informative and requested for a part two. Ms. Sun has been busy with third grade school tours from Barnhardt and Highland Oaks. UCLA interns from the Master of Library and Information Science Masters program, Jennifer Shuang and Daniel Blitz, are working with Ms. Dunn on accessioning the Museum's book and archival collections.

Curator's Presentation – Collections Management: The Curator's Presentation on Collections Management has been tabled for the following Commission meeting.

Museum Foundation Report: Lee Segal asked if the priority of the Arcadia Historical Museum Foundation should change because of the changes in the relationship with the Society. Mrs. Garner-Reagan and Mr. Foley did not believe the focus should change. Instead, Mrs. Garner-Reagan suggested a two-pronged approach, raising funds for both the Museum Education Center and for acquisitions and exhibit support.



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 09 2011

ARCADIA HISTORICAL MUSEUM FOUDATION
PO BOX 661675
ARCADIA, CA 91066

Employer Identification Number:
27-3472778
DLN:
17053004390021
Contact Person:
KIMBERLY L KITCHENS ID# 31457
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
July 29, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

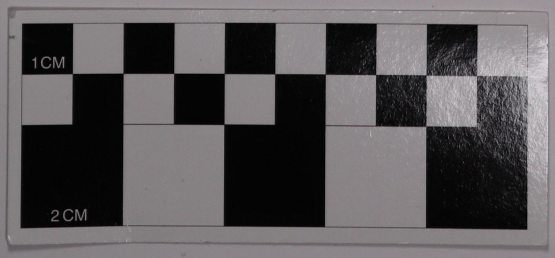
Sincerely,

Lois G. Lerner

Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



Be a Part of Arcadia History

As the Ruth and Charles Gilb Arcadia Historical Museum celebrates its tenth anniversary, residents continue to be amazed by their hometown Museum. For the last decade the Museum has presented exhibits, special events, informative classes and educational lectures in an effort to bring Arcadia's fascinating history alive to residents, guests, school classes, historians and teachers. The Museum takes pride in professionally preserving and accurately documenting the memorabilia and artifacts that tell the Arcadia "story."

Looking to the Future

Proposed Education Center

In addition to the general support of the Museum's educational activities, a priority project for the Foundation is to build an Education Center adjacent to the Museum. The Center will be 2,600 square feet with a lecture hall that can be divided into three separate classrooms. There will be a gallery, kitchen facilities and restrooms. The Education Center will enhance the ability of the Museum to conduct educational activities for students and adults, as well as other events that achieve the Museum's mission.

Be a Part of History...Today

By contributing to the Arcadia Historical Museum Foundation, you are making an investment in the future of Arcadia by making sure its history and artifacts are protected and well preserved. Naming rights are available for the building, gallery, and lecture hall.

For more information, call (626) 355-6945 or email info@arcadiamuseum-fdn.org

The Historical Museum Foundation is a non-profit, 501(c)(3) organization formed to raise funds in support of the Ruth and Charles Gilb Arcadia Historical Museum. The Foundation's tax identification number is 27-3472778.

Arcadia Historical Museum FOUNDATION

You Can Make a Difference!

Community support and financial contributions are essential to being able to maintain a first-class museum. Formed in July 2010, the Arcadia Historical Museum Foundation is dedicated to raising money that will be used to both supplement and sustain museum programs and activities. Some of the Museum programs that benefit from Foundation assistance include:

- Children and school/group education
- History, art and cultural exhibits
- Adult seminars and lecture series
- Scout programs
- Hands on History for Families
- Purchase of artifacts and other Arcadia historical acquisitions that enhance the Museum's collection

Be a Part of History - Donate to the Historical Museum Foundation

Please complete the form below, indicating the amount you choose to contribute to the Historical Museum Foundation. This amount will appear as a charge on your future water bills. This is a convenient way for you to give continuing support to the Museum.

I would like to support the Arcadia Historical Museum Foundation with my contribution:

- ◯ I agree to donate $5 every other month.
- ◯ I agree to donate $10 every other month.
- ◯ I agree to donate $15 every other month.
- ◯ I agree to make an annual donation of $30.
- ◯ I agree to make an annual donation of $50.
- ◯ I agree to make an annual donation of $100.

Name: _____

Address: _____

_____

Telephone Number: _____

Water Account Number: _____

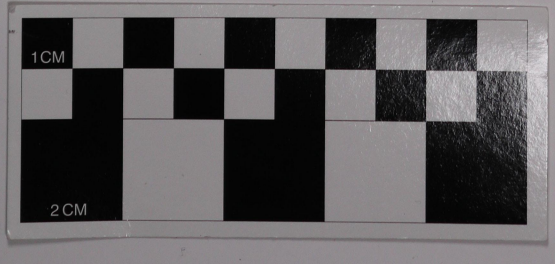
By signing below, I agree that the above contribution will appear as a charge on future water bills. Donations are non-refundable.

Signature _____ **Date** _____

Please return this form with your water bill, or mail it to: Cashier's Office, City of Arcadia, P.O. Box 60021, Arcadia, CA 91066.

To make a one-time contribution in any amount, please send a check payable to the "Arcadia Historical Museum Foundation" at P.O. Box 661514, Arcadia, CA 91066.

City website: http://www.ci.arcadia.ca.us



City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Jackie Faust-Moreno
Director of Library and Museum Services

AGENDA

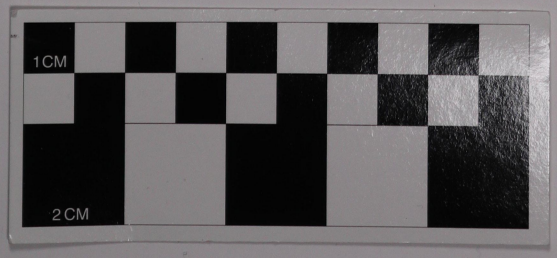
Arcadia Historical Museum Commission

November 2, 2011
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**
2. **Roll Call**
3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**
4. **Matters from Council Liaison**
5. **Matters from Historical Museum Commission Members**
6. **Consent Calendar**
   a. Minutes of the meeting of September 7, 2011
7. **Reports to be discussed and filed**
   a. Annual Report: 2010-11
   b. Staff Report
   c. Memorandum: Closure
   d. Museum Foundation Report
8. **Items for update/discussion/appropriate action**
   a. Curator's presentation: A Closer Look, Part 5: Collections Management
   b. 2012 Museum Calendar
   c. Anita Baldwin figure update
9. **Adjourn to Wednesday, January 4, 2012 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair Marsha Burkhalter at 5:03 p.m. on September 7, 2011.

Pledge to the Flag: Vince Foley led the Pledge.

Roll Call: Present: Marsha Burkhalter; Ruth Dunlop; Vince Foley; Alice Wang; Jackie Faust-Moreno (Director of Library and Museum Services); Mary Beth Hayes (Library Services Manager); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

It was MSC to excuse Ruth Gilb, Lee Segal and Victor Wu from the Commission meeting.
M-13-2011

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in attendance.

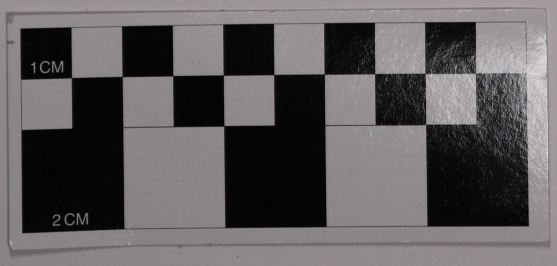
Matters from Council Liaison: There were no reports to be made due to Council Liaison Mickey Segal's absence.

Matters from Historical Museum Commission Members: There were no matters to be discussed by Commission members.

Consent Calendar: It was MSC to approve the July 6, 2011 Minutes, with a correction made to the date of the Museum's 10 year anniversary dinner. The Museum Foundation will be hosting the dinner in October rather than November.
M-14-2011

Reports to be discussed and filed:

Staff Report: Curator Dana Dunn highlighted information from the Staff Report. The Museum's *Third Annual Arcadia Photography Contest and Exhibition* was well-received by the community. This year seven photographs were returned to contestants. Next year Ms. Dunn plans on enforcing strict image size requirements and adding a matting requirement. Other exhibits that Ms. Dunn has been working on include updating the permanent exhibit spaces in celebration of the Museum's upcoming ten year anniversary and updating off-site exhibit spaces. The City Council Chamber's display case will feature "Mayors of Arcadia, 1942-1975." "Mayors of Arcadia, 1942-1975" from the City Council Chamber will be rotated into the Arcadia Community Center's display cases. The Museum purchased items which will help with exhibits and preservation. These items include an oversize printer, VHS to DVD conversion software, and an upgrade to the PastPerfect database. Ms. Dunn continues to collaborate with different people and organizations. These collaborations include working with veterans from the Arcadia Retirement Village and finding ways to connect the City's Veteran program to the Museum's Veterans Local History Room with the help of Ms. Kristen Olafson, Communications and Marketing Specialist at City Hall. Education Coordinator Lindsey Sun is in the process of updating Scout programs and working on *Hands on History for Families* programs.



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
September - October 2011
Prepared by Dana Dunn, Curator

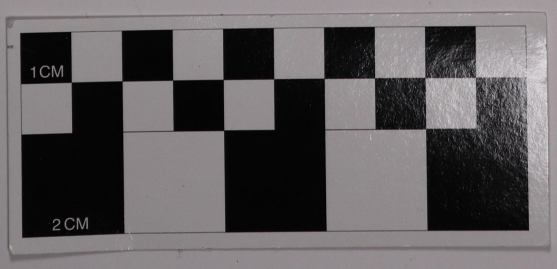
- **Visitors**
  Total August 26 – 31: 47
  Total September: 488
  Total October 1 – 21: 329
  Total since last report: 864

- **Exhibits**

3rd Annual Juried Photography Contest and Exhibition
August 20 through September 24
An overview of this exhibit was given in the last Staff Report. This exhibit was a success and is catching the attention of the public and also photographers that missed this year's deadline. The Museum released information for the 4th annual exhibition in 2012 so that photographers will be able to utilize nine months to take appropriate photographs and plan ahead for the August 2012 deadline. The theme for 2012 will be "Cultural Wonders of the World."

Ten Years and Counting: The Legacy of the Ruth and Charles Gilb Arcadia Historical Museum
October 1 – 29
For the Museum's 10th Anniversary celebrations, an exhibit was added with the display of photographs and artifacts from the Museum's permanent collections that have been collected over the past ten years. Included were artifacts from Elias J. Baldwin's racetrack, Anita Baldwin, the Rose Parade, Charles Gilb, Arcadia schools, Monrovia Arcadia Duarte school, businesses in Arcadia, movies filmed in Arcadia and Santa Anita Camp/World War II. An exhibit of the Museum's permanent artwork collection was also displayed.

Permanent Exhibit Spaces
Ready in time for the 10th anniversary, the permanent exhibits were refreshed and redone with new artifacts, informational panels, labels and photographs. This chronology of Arcadia now relays information on important time periods and themes from Arcadia's history that range over 1,000 years. These topics are: the Tongva, early California explorers, the Spanish period and the Missions, the Mexican period and the Californios, Elias J. Baldwin and early Arcadia City history, the World War I balloon school/Ross Field, Santa Anita Park and the Santa Anita Japanese Assembly Center/World War II. The Museum will continue to add more information to these themes as more research is done and will continue to acquire artifacts to better educate the public on these interesting Arcadia events from the past. Shortly, new information will be added on each of the owners of the Santa Anita Rancho during the Mexican and early American periods.



OK Don Penman 9/12/11

MEMORANDUM

Library and Museum Services Department

September 12, 2011

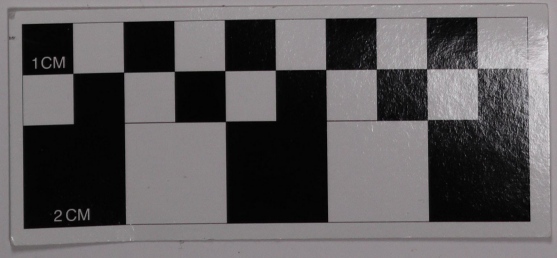
TO: Don Penman, City Manager
FROM: Jackie Faust-Moreno, Director of Library and Museum Services JFM
Written by: Dana Dunn, Curator
SUBJECT: Closing the Museum from January 31- February 24, 2012 for painting and remounting of the exhibits.

In the 2010 – 2011 fiscal year, portions of the Museum were painted. This included the lobby, restrooms, Curator's office, library, collections area and kitchen. The second phase, which will be completed during the 2011 – 2012 fiscal year will entail all of the exhibit gallery spaces. The main gallery will also have the wooden faux school chalk boards and ledges removed from the walls.

In order for the painting of the exhibit galleries to proceed, there is an intense process of taking down and then setting back up all exhibits. All images, text and artifacts must be removed from the walls. In addition, all artifacts must be removed from the spaces, if possible, to insure their preservation and protection. Artifacts that are too heavy for the Curator to move will be relocated away from the walls and into the center of the room as far away from the painter's work space as possible. These artifacts will then be covered with clean plastic tarp, which the Curator will provide. One artifact, Anita Baldwin's marble bust (on temporary loan from the Los Angeles County Arboretum) will need to be moved by the City's Public Works Department. The Arcadia Veterans Local History Room is the only space that will not need to be painted, as the whole space was done recently and it would also require the re-hanging of a drapery, which would incur extra costs.

It will not be possible to save all of the image and text panels that are on the walls at this time. During the removal process, it is most likely that some of the panels will bend, or will be damaged in some way in order to remove them. The Curator will do everything possible to remove them without damage, however. While painting is in progress, the Curator will be re-printing, mounting, and cutting new panels to replace the ones that were damaged.

For the Curator, this process will be intense and will take much time and energy. After the painting is completed, the new and saved panels must be re-installed and the artifacts and cases must be restored to their original places. There are four exhibit spaces on the gallery floor that will need to be re-installed. The Curator is asking for the Museum to be closed to the public for these three phases: de-installation, painting and installation. We have chosen the months of January and February, because the Museum's exhibit calendar for 2011 is already in place. The Curator is requesting the Museum be closed from January 31 through February 24. This would depend on how long the painting process might take. During this period, Museum staff would be at the Museum for their usual hours. The Museum would



Ruth Gilb's copy

Arcadia Historical Museum Foundation
Board of Directors Meeting Minutes
10 August 2011

Date of Approval _____

Call to Order: A regular meeting of the Board of Directors, Arcadia Historical Museum Foundation, was held in the Arcadia Historical Museum, 380 West Huntington Drive, Arcadia, CA on August 8, 2011. The meeting convened at 9:00 A.M., President Floretta Lauber presiding, Steve Pelletier, acting Secretary.

Members of the Board in attendance were Victor Wu, Ruth Gilb, Jim Helms, Jill Underwood, and Alice Wang.

Members not in attendance were Sho Tay and Lee Segal (Leave of absence).

Also attending: Dana Dunn, curator of the museum.

Approval of Minutes: Minutes of the July 13, 2011 meeting of the AHMF Board of Directors were not available and were not approved.

Officers Reports:

Treasurer's Report: Victor Wu gave a complete report in a P&L statement. Submitted and approved.

President's Report: Four letters have been sent explaining naming possibilities and the description of the proposed education center. The recipients are: Mickey Segal, Oak Tree, Santa Anita Race Track, and Berger Foundation. Floretta read the response letter from Oak Tree to the Board.

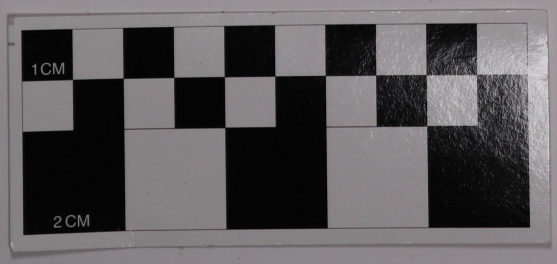
Other reports:

Publicity: Floretta passed out copies of the new brochure. It was well received and Sho Tay was acknowledged for his work on the layout.

Dinner Committee: Ruth reported on the actions of the committee. She read the invitation letter and accepted input for revisions from the Board. The Board approved the price of $100/person for the dinner.

Jill Underwood volunteered to work on the ordering of the dinner invitations.

Alice Wang urged every director and the foundation to increase the invitation list for the event.



New Business:

Electronic Distribution of Meeting Minutes:

Motion: Moved by Floretta that meeting minutes be distributed electronically by email instead of being sent by USPS or hand delivered. ***Discussion***: Ruth Gilb does not have email so postal mail will be required on her behalf. **Motion carried**.

Correspondence Secretary

Motion: Moved by Floretta that Steve Pelletier be designated 'Correspondence Secretary'. Discussion: none. **Motion Carried**

Fundraising Recommendation Report

Floretta asked Jim Helms to prepare a recommendation white paper on the best approach for raising funds. Jim will report back at the next Board meeting. Jim noted that the October dinner is focused on making friends for the foundation rather than trying to maximize the profit.

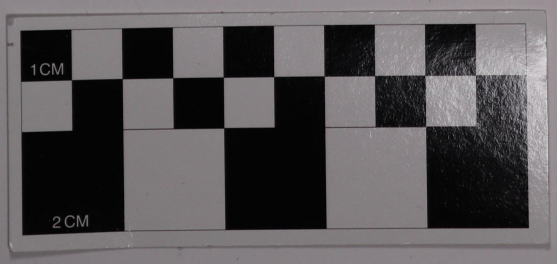
Announcements: none

251659264 ***Adjournment:*** September 14 at 9:00 and the Arcadia Historical Museum, were fixed as the time and place of the next regular meeting and the August 10 meeting was

Steve L Pelletier

Acting Secretary

Date of Approval



City of Arcadia

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Ruth and Charles Gilb Arcadia Historical Museum

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museum.ci.arcadia.ca.us

Jackie Faust-Moreno
Director of Library and Museum Services

AGENDA

Arcadia Historical Museum Commission

September 7, 2011
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**

2. **Roll Call**

3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**

4. **Matters from Council Liaison**

5. **Matters from Historical Museum Commission Members**

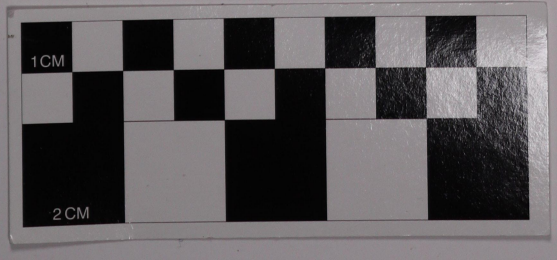
6. **Consent Calendar**
   a. Minutes of the meeting of July 6, 2011

7. **Reports to be discussed and filed**
   a. Staff Report
   b. Museum Foundation Report

8. **Items for update/discussion/appropriate action**
   a. Curator's presentation:
      - A Closer Look, Part 5: Collections Management
   b. Update on Museum Commission seats

9. **Adjourn to Wednesday, November 2, 2011 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair Ruth Gilb at 5:03 p.m. on July 6, 2011.

Pledge to the Flag: Victor Wu led the Pledge.

Roll Call: Present: Marsha Burkhalter; Ruth Dunlop; Ruth Gilb; Lee Segal; Alice Wang; Victor Wu; Jackie Faust-Moreno (Director of Library and Museum Services); Darlene Bradley (Library Services Manager); Mary Beth Hayes (Library Services Manager); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

It was MSC to excuse Vince Foley from the meeting. **M-8-2011**

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in attendance.

Matters from Council Liaison: There were no reports to be made due to Council Liaison Mickey Segal's absence.

Matters from Historical Museum Commission Members: Mrs. Burkhalter expressed her appreciation for all the well wishes and cards celebrating her retirement. A "Marsha Burkhalter Day" award was presented to her by Mayor Gary Kovacic and Council Member Mickey Segal at her retirement party. Alice Wang and Lee Segal provided information about the Arcadia's Best Patriotic Festival.

Election of Officers and appointment of Liaison:

Chairperson: It was MSC to elect Marsha Burkhalter as Chairperson. **M-9-2011**

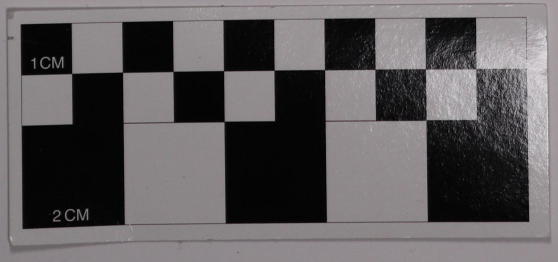
Chair pro tempore/Member of Deaccession Committee: It was MSC to elect Ruth Gilb as Chair pro tempore and Member of Deaccession Committee. **M-10-2011**

Liaison to the Arcadia Historical Museum Foundation: It was MSC to elect Marsha Burkhalter as Liaison to the Arcadia Historical Museum Foundation. **M-11-2011**

Consent Calendar: It was MSC to approve the July 6, 2011 Minutes. **M-12-2011**

Reports to be discussed and filed:

Staff Report: Curator Dana Dunn highlighted information from the Staff Report, including the upcoming *With a Sweep of the Brush: The Arcadia Flourishing Painters* exhibit and ongoing *The Arcadia Fire Department: A History, 7th Annual Arcadia High School Honors History Student Exhibition*. Education Coordinator Lindsey Sun shared a thank you letter from Tiger Scout Pack #114 and provided information about the "Vederti in Italia!" *Hands on History for Families* and *Amuseng Artifacts* family programs. Ms. Dunn is in the process of separating the Historical Society's collection from the Museum's collection. The original donor paperwork and items with Museum or Society numbers are used to determine ownership. In cases where there is no paperwork or numbers, items will be given to the Society. There have been a few requests made from individuals who have donated artifacts to the Society's museum. These individuals want their donations to remain in the Museum. Ms. Dunn will approach the Society with their



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
May - June 2011
Prepared by Dana Dunn, Curator

- **Visitors**
  Total June 24 - 30: 107
  Total July: 52
  Total August 1 – 26: 333
  Total since last report: 966

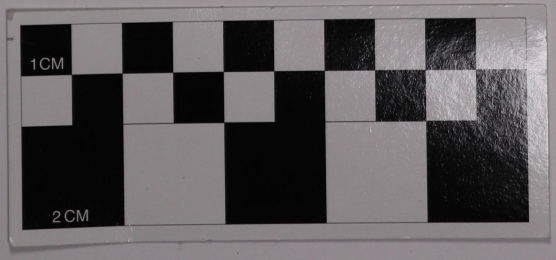
- **Exhibits**

The Museum was excited to purchase a new oversize printer. Our old printer quit working after many years of service. The new printer is an upgrade from the old one. It will print better quality images and has eight ink cartridges instead of six. The paper size is the same. This new printer will enable us to provide quality oversize images in our exhibits. Half of the cost of the printer was provided by our City Gifts and Grants trust account, the other half was paid for by the City.

The Arcadia Fire Department: A History
June 3 through July 9, 2011
Mr. Oliver Beckwith, honors history teacher at Arcadia High School, presented his 7th annual oral history project and exhibit. This year's theme was on the Arcadia Fire Department. Individual Firefighters were interviewed and their stories displayed along with photographs.

With a Sweep of the Brush: Flourishing Painters
July 9 through August 13, 2011
The Flourishing Painters, a group of Arcadia seniors, taught by Kt Boyce at the Arcadia Community Center, displayed their colorful artwork at the Museum. For most of the artists, this was their first time hanging artwork in a gallery setting. They were very excited. Their works were enjoyed by all visitors and it was a welcoming and refreshing addition to the Museum during the hot summer months.

A Pictorial Collection of Historic Estates and Vintage Homes: From the Collections of the Arcadia Historical Society
July 16 through August 20
Mrs. Carol Libby, of the Arcadia Historical Society, put together this exhibit with photographs and descriptive text about special Arcadia homes. Histories of the homes and residents were presented. Some of these homes are no longer standing and many long-time residents of Arcadia who came to visit the exhibit were interested in their histories and locations.



STAFF REPORT

Library and Museum Services Department

DATE: June 7, 2011

TO: Mayor and City Council

FROM: Carolyn Garner-Reagan, Library and Museum Services Director

SUBJECT: **Authorize the Mayor to enter into an agreement with the Arcadia Historical Society regarding the operation of the Ruth and Charles Gilb Arcadia Historical Museum.**
Recommendation: Approve

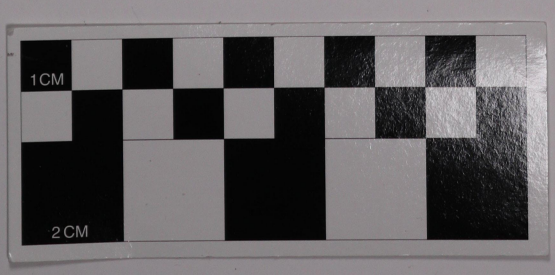
SUMMARY

The current agreement between the City of Arcadia and the Arcadia Historical Society regarding the operation of the Ruth and Charles Gilb Arcadia Historical Museum was signed in 2003, replacing an earlier 1999 agreement. The 2003 agreement, which was very general and brief, needed to be replaced and particularly now in light of the Arcadia Historical Society's April 13, 2011 decision to remove their photographs, ephemera and artifacts from the Museum.

DISCUSSION

When plans were developed to build the Ruth and Charles Gilb Arcadia Historical Museum the City of Arcadia and the Arcadia Historical Society entered into an agreement: the City would own and maintain the building, the Society would lease the building from the City and they would manage the Museum. When volunteer curator Carol Libby announced her retirement, the City agreed to fund a staff position and take over operation of the Museum. Operational responsibility and oversight was transferred by the City Manager from his office to the City Librarian, who as of 2003 was given the title, Director of Library and Museum Services.

On November 6, 2001, the City Council created the Arcadia Historical Museum Commission to serve in an advisory capacity to the City Council about the operations of the Museum. The seven-member commission is comprised of four members suggested by the Arcadia Historical Society and approved by the Council; two members suggested by the City Council and one member suggested by the Library Board of Trustees in recognition of the Library's longstanding collection of and commitment to preserving Arcadia history. On May 6, 2003, the 1999 agreement between the City and the Society



STAFF REPORT

Library and Museum Services Department

DATE: May 27, 2011

TO: City Council

FROM: Don Penman, City Manager
By Carolyn Garner-Reagan, Director of Library and Museum Services

SUBJECT: Allow the Arcadia Historical Museum Foundation to Solicit Monetary Contributions through the City's Water Bills

SUMMARY:

On August 18, 2009, the City Council approved a recommendation to permit the Major Gift Committee of the Arcadia Historical Society to solicit monetary contributions for the proposed Museum Education Center. This agenda report is attached.

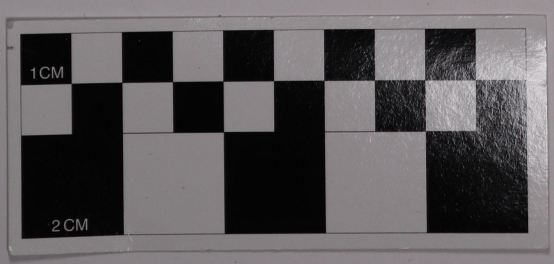
In early 2010, the Society eliminated the Major Gift Committee from their by-laws. In December of 2010, the Arcadia Historical Museum Foundation was formed, taking on the responsibility for fund raising for the Museum Education Center and other needs of the Ruth and Charles Gilb Arcadia Historical Museum. The Foundation would like the Council's approval to use the water bills transferred to it.

DISCUSSION:

As part of its change in focus and purpose, the Arcadia Historical Society decided to eliminate its Major Gift Committee from its by-laws in early 2010. In addition, the Society voted in March 2010 to remove support of the Museum from the Society's mission statement.

This change left the Museum without an independent support organization that could raise funds to build the Museum Education Center and provide additional financial support for the Museum. The Arcadia Historical Museum Foundation was incorporated as a qualified 501(c) 3 in December 2010, stepping into the vacuum created by the changes in the Society's structure.

Since the Society's Major Gift Committee is defunct, Historical Museum Foundation President Floretta Lauber has requested that the ability to solicit monetary donations through the City's water bills be transferred to the Foundation.



AGREEMENT
REGARDING THE OPERATION OF THE RUTH AND CHARLES GILB ARCADIA HISTORICAL MUSEUM
BETWEEN CITY OF ARCADIA AND THE ARCADIA HISTORICAL SOCIETY

THIS AGREEMENT is made and entered into this ____ day of _____, 2011 by and between the City of Arcadia, a charter city in the state of California and municipal corporation (the "CITY"), with its principal place of business at 240 West Huntington Drive Arcadia, CA 91006 and the Arcadia Historical Society, a not for profit organization ("SOCIETY"), with its official address of P.O. Box 60021, Arcadia, CA 91066-6021.

RECITALS

WHEREAS, because plans were developed to build the Ruth and Charles Gilb Arcadia Historical Museum (the "Museum"), the CITY and SOCIETY entered into an agreement whereby the CITY would own and maintain the building, the SOCIETY would lease the building from the CITY and the CITY would manage the Museum. When the SOCIETY volunteer curator announced her retirement, the CITY agreed to fund a staff position and take over operation of the Museum. Operational responsibility and oversight was transferred by the City Manager from his office to the City Librarian; and

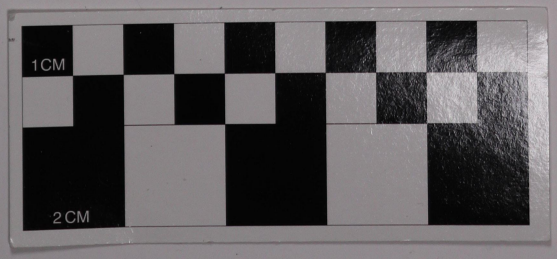
WHEREAS, on November 6, 2001, the City Council created the Arcadia Historical Museum Commission to serve in an advisory capacity to the City Council about the operations of the Museum. The seven-member commission is comprised of four members suggested by the SOCIETY and approved by the Council; two members suggested by the City Council and one member suggested by the Library Board of Trustees in recognition of the Library's longstanding collection of and commitment to preserving Arcadia history. On May 6, 2003, the 1999 agreement between the CITY and the SOCIETY was terminated and a new agreement was made. In November 2005, an agreement between the CITY and SOCIETY for the operation of the Museum Gift Shop was signed. On May 5, 2011, the Gift Shop was closed and SOCIETY merchandise removed; and

WHEREAS, as of March 2011, the SOCIETY adopted a new Mission Statement: *The mission of the Arcadia Historical Society is to preserve, protect, interpret and promote community interest in the history of the City of Arcadia and its immediate environs.*; and

WHEREAS the Friends of the Museum are now known as the Friends of the Society; and

WHEREAS, the Museum is funded and managed by the CITY, has its own City Commission and no longer requires direct SOCIETY input; and

WHEREAS, the SOCIETY informed the City Manager and Director of Library and Museum Services on April 13, 2011 that the SOCIETY wishes to remove their collections including but not limited to their photographs, ephemera and any artifacts that the Museum does not wish to use for exhibits; and



Carolyn Garner-Reagan

From: Carolyn Garner-Reagan
Sent: Thursday, June 02, 2011 3:44 PM
To: Alice Wang; Lee Segal; Marsha Burkhalter; Victor Wu; Vince Foley
Cc: Dana Dunn; Lindsey Sun; Jackie Faust-Moreno; Don Penman
Subject: New Director & June 7 Council meeting Museum items
Attachments: Council agenda report for new agreement.doc; Revised Agreement between Arcadia and Arcadia Historical Society For Operation of Arcadia Historical Museum 5-25.doc; Transfer water bill solicitaions to Museum Foundation.docx

Good morning – I want to officially share with you the news that many of you may have already heard: The Library Board has chosen Jackie Faust-Moreno as the new Director of Library and Museum Services. My last day is June 17 and Jackie will officially begin her tenure on June 18. Jackie has worked for the Library for 27 years and has been helping the Museum with its technology needs, staffing and other matters for over nine years. You already have met her since she began attending Commission meetings several months ago.

I also wanted to let you know that I will be taking the final revised agreement with the Arcadia Historical Society to the Council on Tuesday, June 7. This agreement reflects the agreed upon processes involved in removing the Society's property from the Museum and was signed by Society President Gene Glasco last week.

Also on the Council's agenda for June 7 is a proposal to transfer the ability to raise money via the City's water bills for the Museum Education Center from the Arcadia Historical Society's Major Gift Committee (now defunct) to the Arcadia Historical Museum Foundation.

I want to personally thank each of you for your interest and support for the Museum. Your work as devoted and involved Commissioners has made my time with you truly rewarding. I know you will support Jackie as you have supported Dana, Lindsey, and me.

Many thanks,
Carolyn

Carolyn L. Garner-Reagan
Director of Library and Museum Services
Arcadia Public Library
20 W. Duarte Rd.
Arcadia, CA 91006
cgarner-reagan@ci.arcadia.ca.us
(626) 821-5572 FAX (626) 447-8050
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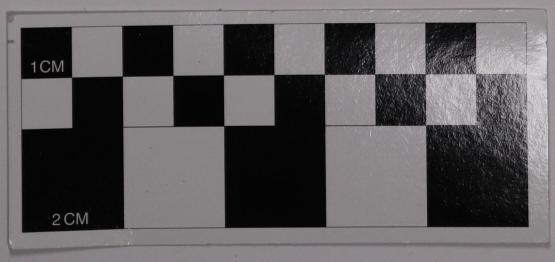


Arcadia Historical Museum Foundation

Board of Directors Meeting

Minutes: May 11, 2011

Meeting Called to Order

Present: Floretta Lauber, Ruth Gilb, Lee Segal, Sho Tay, and Dana Dunn

Absent: Jim Helms

Discussion:

Initial design for Arcadia Historical Museum Foundation Pamphlet was presented by Sho

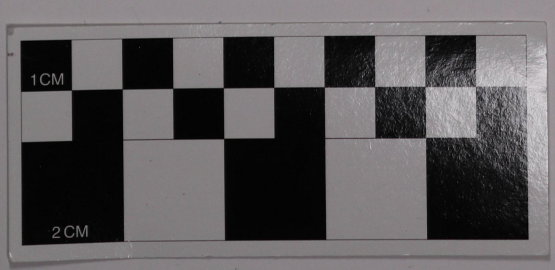
Lee to re-write timeline for the Pamphlet

Lee to send out reminder notice to the directors for the $300 initial foundation's office expense

Mickey Segal wants Floretta to Approach him regarding the donation

More Directors are needed, each director will think of someone to invite

Next Meeting June 8, 2011 @ 9:00AM



City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Carolyn Garner-Reagan
Director of Library and Museum Services

AGENDA

Arcadia Historical Museum Commission

May 4, 2011
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**

2. **Roll Call**

3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**

4. **Matters from Council Liaison**

5. **Matters from Historical Museum Commission Members** Returning of Marsha

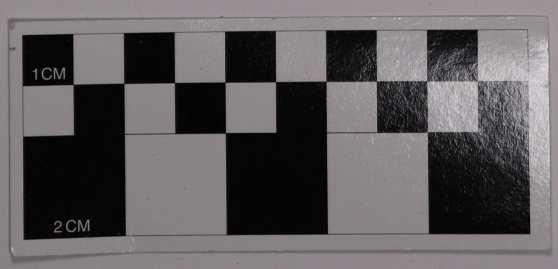
6. **Consent Calendar**
   a. Minutes of the meeting of March 2, 2011

7. **Reports to be discussed and filed**
   a. Staff Report
   b. Curator's Presentation – Collections Management
   c. Museum Foundation Report Lee Siegal

8. **Items for update/discussion/appropriate action**
   a. Arcadia Historical Society report and status of the agreement between Society and the City
   b. Update on the Director of Library and Museum Services recruitment
   c. Appreciation letter to Mickey Ball

9. **Adjourn to Wednesday, July 6, 2011 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair Ruth Gilb at 5:05 p.m. on March 2, 2011.

Pledge to the Flag: Alice Wang led the Pledge.

Roll Call: Present: Marsha Burkhalter; Vince Foley; Ruth Gilb; Lee Segal; Alice Wang; Victor Wu; Carolyn Garner-Reagan (Director of Library and Museum Services); Jackie Faust-Moreno (Library Services Manager); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

It was MSC to excuse Ruth Dunlop from the meeting. **M-3-2011**

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in attendance.

Matters from Council Liaison: Council Liaison Mickey Segal was unable to attend the Commission meeting.

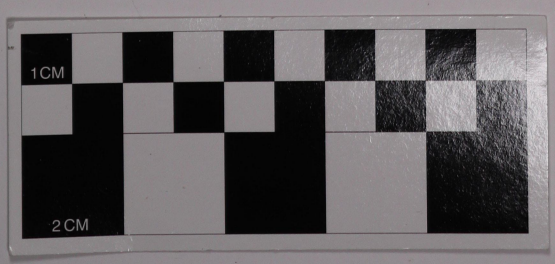
Matters from Historical Museum Commission Members: Ruth Gilb thanked Curator Dana Dunn for coordinating the Commission field trip to the San Bernardino County Museum. Marsha Burkhalter brought up the misinformation posted on Patch. The website had the Arcadia Historical Society listed with pictures of the Museum. Some Commissioners believed that this could confuse the community over who runs the Museum. Ms. Dunn stated that she was aware of the listing and is in the process of communicating with Maria McDowell from Patch on making revisions. Mrs. Gilb asked if Scott Hettrick would replace Beth Costanza as Arcadia Chamber of Commerce's Executive Director. Mrs. Segal confirmed the appointment of Mr. Hettrick as Executive Director. City Council Member Mickey Segal has scheduled a meeting with Mr. Hettrick in light of concerns about conflict of interests due to Mr. Hettrick's various positions around the City, including ownership of Arcadia's Best website and his position as an Arcadia Library Board trustee. Mrs. Gilb encouraged Commissioners to inform the community and friends about leaving donations to the Museum in their wills or in memory of someone.

Consent Calendar: It was MSC to approve the January 5, 2011 minutes with the notation of Mr. Foley abstaining on the vote due to his absence. **M-4-2011**

It was MSC to approve the February 7, 2011 Minutes. **M-5-2011**

Reports to be discussed and filed:

Staff Report: Ms. Dunn highlighted information from the Staff Report. The Museum's *Dirigible!! Airships Over Arcadia During World War I* exhibit was a great success. The exhibit received great publicity from the Los Angeles Times, Westways, Patch and local newspapers. Ms. Dunn shared a letter sent from the former Curator of the San Clemente Historical Museum. He was impressed with the exhibit and the Curator's Talk Ms. Dunn had provided. The next exhibit will be *Cosmic Light, Dust and Time: The Fine Art of Frank Hartley*. Mr. Hartley is a retired physicist from Jet Propulsion Laboratory. His artwork is a mixture of art and science. The next *Hands on History for Families* program, "Take Me to Thailand," will feature performers from the Thai Community Arts and Cultural Center of Los Angeles. The Museum's 2011 calendar was presented to



MEMORANDUM

Library and Museum Services Department

DATE: May 4, 2011

TO: Historical Museum Commissioners

FROM: Carolyn Garner-Reagan, Director of Library and Museum Services CGR

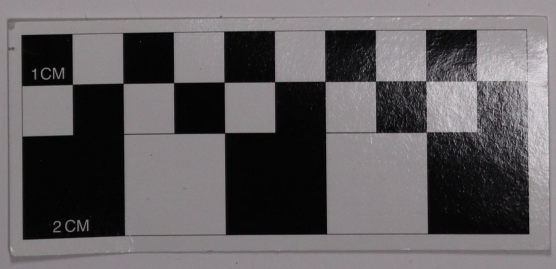
SUBJECT: Status of the Museum's relationship with the Arcadia Historical Society

As you know, the status of the Museum's relationship to the Arcadia Historical Society has been the subject of many discussions with you all over the last year. The Museum had been operating with a very brief agreement with the Society signed June 2, 2003 which was in need of updating and specifics. The need for a new agreement became even more critical when the Society voted in March to exclude the Museum from the Society's mission statement and as the organization that would receive the Society's collections should the Society cease to exist. In addition, on April 7, the Friends of the Museum voted to become the Friends of the Society and to cease immediately operating a gift shop in the Museum.

In an effort to clarify that relationship, I drafted the enclosed contract with the assistance of the City Manager Don Penman and City Attorney Steve Deitsch. In this contract, we attempted to spell out areas that had become sticking points for us. In particular, we spelled out how the Society could have access to their materials in a way that would allow staff and Society members to track items that Society members borrowed. We wanted to make sure that we were being good stewards of their materials in such a way as to ensure that both Society members and Museum staff knew who had what when. We did not want to be accused of losing their materials.

This draft was emailed on April 6 to a Society committee whose membership was made up of the following individuals who also serve on the Society board: Gene Glasco (President); Sandy Snider; Carol Libby; and Scott Hettrick. Don Penman, Dana Dunn and I met with this group on April 13 and were informed that the Society had decided that the access provisions in the draft contract did not meet their needs and that they planned on removing their photos, ephemera and artifacts from the Museum. Society members graciously said that the Museum is welcome to have access in the future to these materials as needed for future exhibits. The Museum also may have the long term loan of any artifacts needed for current exhibits. It was further agreed that specifics as to how this removal of materials will get accomplished and some other details will be spelled in a letter agreement with the goal of having the items removed from the Museum in a year's time.

While I sincerely regret that the Society made this decision, I believe that Curator Dana Dunn, Education Coordinator Lindsey Sun and I, as well as my successor, will now be able to go forward more easily without navigating the difficulties that were inherent in the original arrangement. Because the Museum has been in operation since October 2001 and many wonderful and interesting donations have been made to the Museum in those nearly 10 years of operations, our excellent exhibits will not be compromised. We are still able to tell the story of Arcadia in an appealing and effective way.



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
March – April 2011
Prepared by Dana Dunn, Curator

- **Visitors**
  Total February 18-28: 192
  Total March: 551
  Total April 1-19: 367
  Total since last report: 1,110

- **Exhibits**

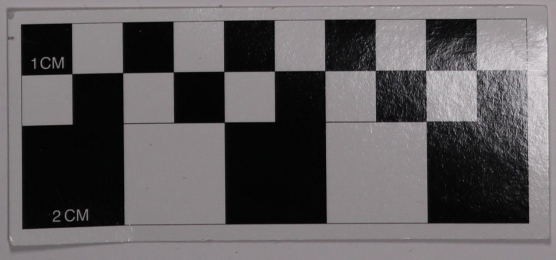
Cosmic Light, Dust and Time: The Fine Art of Frank Hartley
March 5 through April 16, 2011
The Museum presented this dynamic exhibit with artwork by local Arcadia artist, Frank Hartley. Mr. Hartley is a retired physicist and has been spending part of his retirement learning how to paint. His images of the universe, star systems and cosmic dust draw the viewer into the vast expanse of space and the beginnings of our universe. This exhibit was presented with artwork, scientific information and a slide presentation.

Traditional Silk and Silver Fashions of China's Minorities
April 30 through June 25, 2011
This exhibit is an exciting presentation of color and culture. Exhibited are traditional costumes from some minority groups of China made from silk and hemp; many are hand embroidered and pleated. The head dresses and necklaces are elaborate and intricate. These fashions are also shown with original photographs from these minority areas of China and an original film is being presented in the exhibit space. This exhibit was co-curated by William Pink, owner of the fashions and photographs.

This exhibit opened on April 30. Mr. Pink presented a lecture about his travels in China, his research and his collections, which are presented in this exhibit.

On April 9, Mr. William Pink, co-curator of the exhibit and owner of the artifacts, brought the exhibit in to the Museum. This exchange consisted of numerous items of clothing, hats, shoes and metal headdresses and jewelry.

On April 13, Mr. Pink returned. Ms. Dunn set up an interview with Ms. Michelle Mills of the San Gabriel Valley Newspaper Group. Ms. Dunn sent Ms. Mills, through email, a selection of photographs, taken by Mr. Pink.



AGREEMENT
FOR THE OPERATION OF THE RUTH AND CHARLES GILB ARCADIA HISTORICAL MUSEUM
BETWEEN CITY OF ARCADIA AND THE ARCADIA HISTORICAL SOCIETY

THIS AGREEMENT is made and entered into this ____ day of _____, 2011 by and between the City of Arcadia, a charter city in the state of California and municipal corporation (the "CITY"), with its principal place of business at 240 West Huntington Drive Arcadia, CA 91006 and the Arcadia Historical Society, a not for profit organization ("SOCIETY"), with its official address of P.O. Box 60021, Arcadia, CA 91066-6021.

RECITALS

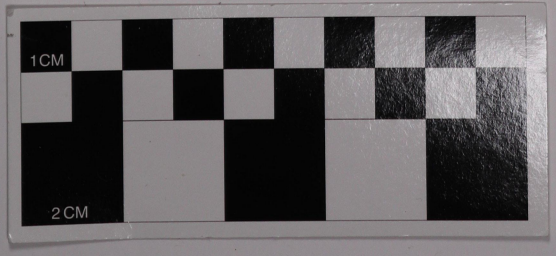
WHEREAS, because plans were developed to build the Ruth and Charles Gilb Arcadia Historical Museum (the "Museum"), the CITY and SOCIETY entered into an agreement whereby the CITY would own and maintain the building, the SOCIETY would lease the building from the CITY and the CITY would manage the Museum. When volunteer curator Carol Libby announced her retirement, the CITY agreed to fund a staff position and take over operation of the Museum. Operational responsibility and oversight was transferred by the City Manager from his office to the City Librarian; and

WHEREAS, on November 6, 2001, the City Council created the Arcadia Historical Museum Commission to serve in an advisory capacity to the City Council about the operations of the Museum. The seven-member commission is comprised of four members suggested by the SOCIETY and approved by the Council; two members suggested by the City Council and one member suggested by the Library Board of Trustees in recognition of the Library's longstanding collection of and commitment to preserving Arcadia history. On May 6, 2003, the 1999 agreement between the CITY and the SOCIETY was terminated and a new agreement was made. In November 2005, an agreement between the CITY and SOCIETY for the operation of the Museum Gift Shop was signed; and

WHEREAS, as of March 2011, the SOCIETY adopted a new Mission Statement: *The mission of the Arcadia Historical Society is to preserve, protect, interpret and promote community interest in the history of the City of Arcadia and its immediate environs.*; and

WHEREAS, because this new mission statement has been broadened to enlarge the SOCIETY'S efforts and no longer makes specific mention of the Museum and because of the acknowledged need on the parts of the CITY and the SOCIETY to clarify and detail the Museum's operational aspects, a new agreement is needed and entered into in this Memorandum of AGREEMENT.

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, the parties agree as follows:



City of Arcadia

April 19, 2011

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Carolyn Garner-Reagan
Director of Library and Museum Services

Mickey Ball
940 W. Duarte Rd. # 16
Arcadia, CA 91007

Dear Mickey,

On behalf of the Historical Museum Commission and the visitors to the Ruth and Charles Gilb Arcadia Historical Museum, Dana and I want to thank you for your nearly 10 full years of dedication as a Museum docent.

Your interest in and love of Arcadia's history shone through in every tour you gave, giving visitors a special appreciation for our community's story. Your consistent presence also made an enormous difference to our small staff helping them devote their time to many other tasks.

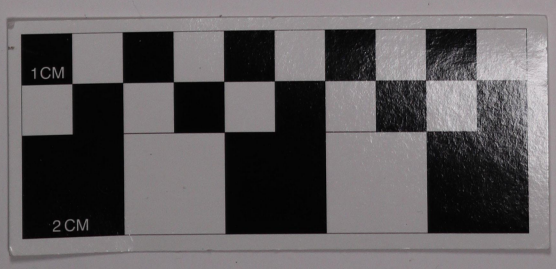
I know that your decision to step down today was not an easy one and we will miss you. We do sincerely appreciate your understanding about how concerned we have been about you, your safety and well-being.

Thank you again for the gift of your time and knowledge.

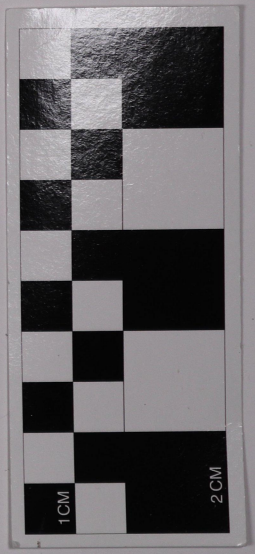
All the best,

Carolyn Garner-Reagan
Director of Library and Museum Services

Dana Dunn
Curator



R. KELLEY 11.09


1CM
2CM

Good day to everyone!

At our last Commission Meeting, we announced that the San Bernardino County Museum (SBCM) would be able to accommodate our request for a tour. If you recall, we had agreed on two dates, which were February 7 and February 28.

The SBCM said that they would be able to welcome us on February 7, beginning at from 9:00 or 10:00 a.m. Is was suggested at the Commission Meeting that I send out this email so that you could all reply back to me and confirm that you will be able to work this into your calendar.

After we all agree on this date, I will then be able to make arrangements to set up the City van. Vince: would you, also, be able to drive the van for the trip?

A copy of this email will be mailed to Ruth Gilb and Ruth Dunlop, since they do not have email addresses.

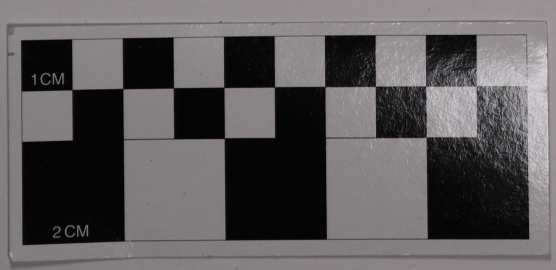
As soon as I have everyone's reply and confirm with the SBCM, I will send out another notice.

Thank you all for your continued support!
Best,

Responded 1-12-11
to Dana —

Dana Dunn
Curator

Ruth and Charles Gilb Arcadia Historical Museum
380 West Huntington Dr.
Post Office Box 60021
Arcadia, California 91066-6021
626.574.5468
museum.ci.arcadia.ca.us



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Carolyn Garner-Reagan
Director of Library and Museum Services

AGENDA

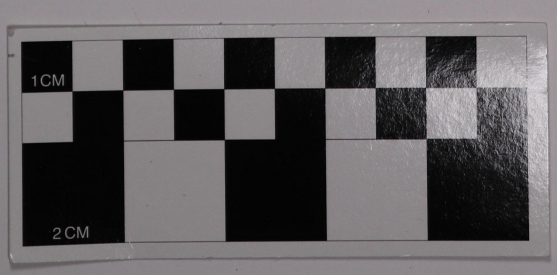
Arcadia Historical Museum Commission

March 2, 2011
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**
2. **Roll Call**
3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**
4. **Matters from Council Liaison**
5. **Matters from Historical Museum Commission Members**
6. **Consent Calendar**
   a. Minutes of the meeting of January 5, 2011
   b. Minutes of the meeting of February 7, 2011
7. **Reports to be discussed and filed**
   a. Staff Report
   b. Curator's Presentation – PastPerfect Collections Database and Accessioning Collections
   c. Historical Society and Friends of the Museum Report
   d. Museum Foundation Report
8. **Items for update/discussion/appropriate action**
   a. Commission to sign thank you letter to the San Bernardino County Museum
   b. Request permission to use the Gilb Memorial Fund for exhibits and artifact purchases
   c. Update on recruitment for the Director of Library and Museum Services
9. **Adjourn to Wednesday, May 4, 2011 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair Ruth Gilb at 5:02 p.m. on January 5, 2011.

Pledge to the Flag: Victor Wu led the Pledge.

Roll Call: Present: Marsha Burkhalter; Ruth Dunlop; Ruth Gilb; Lee Segal; Victor Wu; Mickey Segal (City Council Liaison); Floretta Lauber (President of the Arcadia Historical Museum Foundation); Carolyn Garner-Reagan (Director of Library and Museum Services); Darlene Bradley (Library Services Manager); Jackie Faust-Moreno (Library Services Manager); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

It was MSC to excuse Alice Wang and Vince Foley from the meeting. **M-1-2011**

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in the attendance.

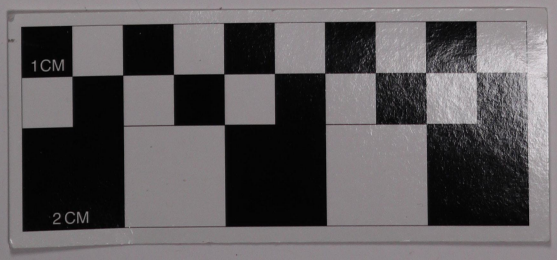
Matters from Council Liaison: Council Liaison Mickey Segal updated Commissioners about City matters. Discussion about the City's coyote trapping program has been placed on the agenda for another study session. The program will most likely be discontinued due to a decrease in coyote related incidents. Mr. Segal announced that a Los Angeles County Board of Supervisors meeting is scheduled to discuss the removal of trees from the Arcadia Woodlands. Developer Rick Caruso of Caruso Affiliated is in the process of finalizing a new deal with Magna International Developments (MID) to develop an outdoor mall; Shops at Santa Anita. Once an agreement has been made, the project will have to go through the proper channels of approval such as resubmitting an Environmental Impact Report.

Matters from Historical Museum Commission Members: Marsha Burkhalter expressed her pleasure of seeing publicity about the Museum's *Dirigible! Airships Over Arcadia During World War I* exhibit in the *Star News* and *Westways*. Mrs. Burkhalter made an announcement to Arcadia's third grade school teachers about the exhibit and its related upcoming adult lecture program. Curator Dana Dunn and Library Services Manager Darlene Bradley will work together on publicity to feature future Museum exhibits that appeal to a broader audience, like the one scheduled in 2011 about the Santa Anita Racetrack in *Westways*.

Consent Calendar: It was MSC to approve the November 3, 2010 Minutes **M-2-2011**

Reports to be discussed and filed:

Staff Report: Ms. Dunn highlighted Museum programs and events. The Museum's Adult Lecture program about the Balloon School will feature guest speakers, Arcadia Historical Society Board member Carol Libby and Stan Jones, a veteran from the Korean conflict period. Mrs. Libby will talk about experiences of the community in Arcadia with the Balloon School and Mr. Jones will provide a history of ballooning in the military. The Museum's *Winter Holidays around the World* Hands on History program featured activities which educated families about winter holidays from around the world. A puppet show performed by Museum volunteers Beverly Street, Angel Bai and Ellen Gao was a crowd pleaser. Many members of the audience enjoyed it very much and made comments that they wanted it to last longer. Cal Poly Pomona students visited the Museum to interview Staff and ask questions about the historical geography of Arcadia.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The special meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair Ruth Gilb at 9:00 a.m. on February 7, 2011.

Roll Call: Present: Marsha Burkhalter; Vince Foley; Ruth Gilb; Lee Segal; Alice Wang; Victor Wu; Carolyn Garner-Reagan (Director of Library and Museum Services); Jackie Faust-Moreno (Library Services Manager); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in the attendance.

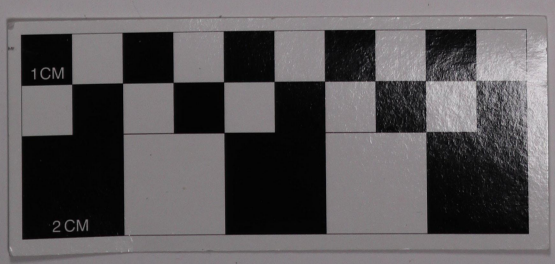
Visit to the San Bernardino County Museum: Commission members and staff were transported to the San Bernardino County Museum in a City van driven by Vince Foley. San Bernardino County Museum Director Robert McKernan gave the Commission an insider's tour of the facility.

Adjourned: The meeting was adjourned to the next regular meeting of March 2, 2011 at 5:00 p.m.

Approved:

_____
Carolyn Garner-Reagan, Director of Library and Museum Services
For the Commission

Prepared by: Lindsey Sun



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
January – February 2011
Prepared by Dana Dunn, Curator

- **Visitors**

Total December 24 – 31:	**76**
Total January:	**552**
Total February 1-17:	**319**

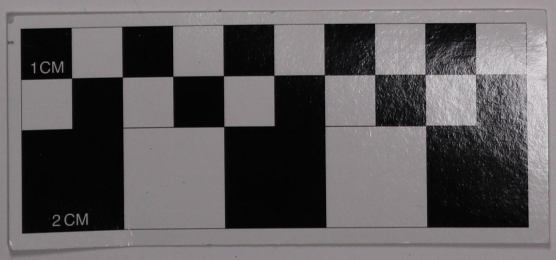
- **Exhibits**

Dirigible!! Airships Over Arcadia During WWI
December 28, 2010 through February 19, 2011
This exhibit featured information on the World War I Army Balloon School, which was established in 1918, here in Arcadia. Using photographs and ephemera from the Collections, the exhibit shows images of the Balloon School and describes the School's inner workings. Also included in the storyline are the history of the causes of World War I and information on Lieutenant Cleo Ross, after whom the Air Field was named.

Cosmic Light, Dust and Time: The Fine Art of Frank Hartley:
Opening March 5, 2011
Ms. Dunn has been preparing for the next exhibit, which will feature the special talents of Arcadia artist Frank Hartley. Mr. Hartley is a retired physicist and now uses his knowledge and his curiosity about our beginnings in the universe to create his beautiful and intriguing works of art. His art depicts images of nebula and other deep space experiences reminiscent of the Hubble Telescope images.

From Me To You:
Selections from the Collections at the Ruth and Charles Gilb Arcadia Historical Museum
October 6 through February 2011
The exhibit in the display case at the entry of Arcadia Public Library has continued through the month of February. This exhibit features local postcards from the Museum's collections.

Mayors of Arcadia: 1903 – 1940:
A new exhibit opened on February 4 at the City Council Chambers in the lobby display case. This exhibit is the first part of an ongoing display about the Mayors of Arcadia. Included are photographs of the Mayors along with short biographies.



City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Carolyn Garner-Reagan
Director of Library and Museum Services

AGENDA

Arcadia Historical Museum Commission

January 5, 2011
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**

2. **Roll Call**

3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**

4. **Matters from Council Liaison**

5. **Matters from Historical Museum Commission Members**

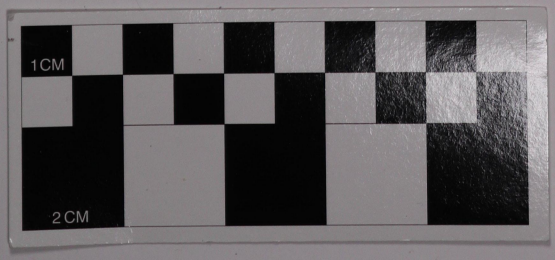
6. **Consent Calendar**
   a. Minutes of the meeting of November 3, 2010.

7. **Reports to be discussed and filed**
   a. Staff Report
   b. Curator's Presentation – Gilb Museum Overview: Collections, Exhibits, Education, Staff, Administration, Facilities
   c. Historical Society and Friends of the Museum Report
   d. Museum Foundation Report

8. **Items for update/discussion/appropriate action**
   a. Update on Recruitment for the Director of Library and Museum Services
   b. Update on tour to the San Bernardino County Museum
   c. Brown Bag Lunch Talk Program updates

9. **Adjourn to Wednesday, March 2, 2011 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



STAFF REPORT

Library and Museum Services Department

DATE: January 5, 2011

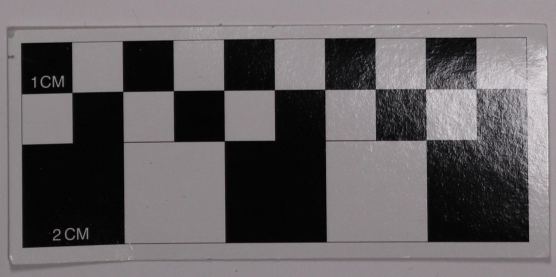
TO: Historical Museum Commissioners

FROM: Carolyn Garner-Reagan, Director of Library and Museum Services

SUBJECT: Report on the November 23, 2010 meeting of the Board of the Arcadia Historical Society

At the meeting of the Arcadia Historical Society on November 23, 2010, the Board took several important actions:

- They voted to give the Museum $2,000 to help us purchase the life-like mannequin of Anita Baldwin, which had a total cost of $11,750. The Friends of the Museum have committed to cover the $1,250 for the dress, shoes and costume accessories. The remaining balance in the Museum's Historical Society Trust Account will be used to cover the balance.
- They voted to withdraw their request to serve pizza at the Brown Bag Lunch Talks.
- They voted to accept a new Mission Statement and other changes to their by-laws, which according to their by-laws, will be presented to their membership at their next general meeting, which is January 23, 2011. I have attached the new language for your information. It is important to note that the new language does not include the Museum. However, President Gene Glasco and Board members Scott Hettrick and Sandy Snider went to great lengths to assure me that this does not mean they are "abandoning the Museum". The reasoning behind the change in their Mission Statement is that the current one had become too "confining".
- At the very end of the meeting, the subject of the Society's photos, which are housed at the Museum, was raised as this item on the agenda: "Society photo and scan activity/authority. Digital storage and collection access, identification, and preservation." One Board member stated that she had heard that the photos were going to the Library and that some could not be found. While at the meeting, I took great pains to disabuse them that any photos were moving and to reassure them that the intent of staff was to responsibility curate the photos using best practices of the archival and museum professions. Some discussion followed about the entire file of photos, currently being scanned and cataloged by volunteer Jack McCrea into the City supplied PastPerfect software being copied onto the Society's own computer. A subcommittee of the Board, consisting of President Gene Glasco, Scott Hettrick, Carol Libby and Sandy Snider asked to meet with me and Curator Dana Dunn after the New Year but before the regular full Society Board in order to address these issues. Dana and I are scheduled to meet with this subcommittee on January 14. I am attaching the follow-up e-mail I sent



STAFF REPORT

Arcadia Public Library

May 6, 2003

TO: Mayor and City Council

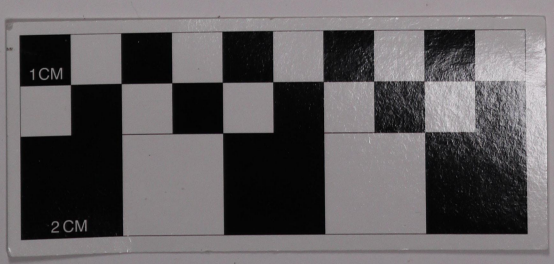
FROM: Janet Sporleder, Director of Library and Museum Services

SUBJECT: **Agreements between the Arcadia Historical Society and the City of Arcadia**
Recommendation: Terminate the Lease Agreement of 1999 and approve the new Agreement

Summary: The original Arcadia Historical Museum was operated by volunteers from the Arcadia Historical Society, with expenses paid by donations from the community. When the City Council approved the construction of the new Ruth and Charles Gilb Arcadia Historical Museum, a Lease Agreement was signed by the City of Arcadia and the Arcadia Historical Society that clearly delineated the responsibilities of each agency: the City would own the building; the Society would lease it, furnish it and manage it. Subsequently, after the volunteer curator resigned, the City Council allocated funds to hire staff for the Museum and the Director of Library and Museum Services was asked to manage the Museum. The Agreement signed in 1999 is no longer applicable and needs to be terminated. The new agreement delineates the new role of the Arcadia Historical Society in relation to the Museum.

Discussion: The Arcadia Historical Society managed a small museum from 1986 to 1999 with the assistance of dedicated volunteers. When plans were developed to build the new Ruth and Charles Gilb Arcadia Historical Museum, the City and the Society entered into an agreement: the City would own and maintain the building, the Society would lease the building from the City and they would manage the Museum. When volunteer curator Carol Libby announced her retirement, the City agreed to fund a staff position. The management of the Museum was assigned to the Director of Library and Museum Services and a professional Curator was hired.

The Historical Society Lease Agreement, signed on April 2, 1999, is no longer applicable and needs to be terminated. The new, attached agreement between the City and the Society indicates the Society does own historical artifacts that it agrees to provide to the Museum for display. A fine arts insurance policy will be purchased to cover the artifacts against risk at the Museum, at any other location and in transit. The cost for the



The Ruth and Charles Gilb
Arcadia Historical Museum
380 West Huntington Drive
Arcadia, CA 91066-6021
Phone: (626) 574-5440 Fax: (626) 821-9057
museum.ci.arcadia.ca.us

Temporary Donor Receipt

The Donor understands the conditions of this donation and has read the reverse side of this form.

Description of Gift

The Donor requests, upon exhibit of this object(s), the label will read (i.e.: "In memory of" or "Courtesy of"):

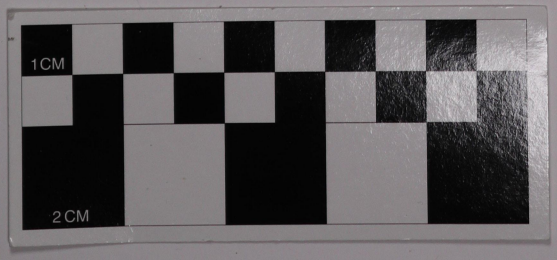
Donor: _____

Address: _____

Telephone: _____ Email address: _____

Signature of Donor: _____ Date: _____

Signature of Curator: _____ Date: _____



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Deed of Gift

I, _____, hereby give, convey and assign to the Ruth and Charles Gilb Arcadia Historical Museum all of my rights, title and interest in the property hereafter described and give it as an outright gift, free and clear of restrictions or agreements to be used or disposed of by the Ruth and Charles Gilb Arcadia Historical Museum in its sole discretion.

I hereby represent that the materials contained in this gift were, to the best of any knowledge and belief, acquired legally and without encumbrance and that I have the legal authority to transfer ownership to the Ruth and Charles Gilb Arcadia Historical Museum by this Deed of Gift.

It is clearly understood by me that it is my purpose and intention to vest any and all the incidents of absolute ownership, including but not limited to all rights of copyright, of the property described below in the "Description of Gift" section, from the date of this document forward. In witness whereof, I have executed this deed:

Conditions governing gifts to the Ruth and Charles Gilb Arcadia Historical Museum:
The Deed of Gift form represents an agreement between the Ruth and Charles Gilb Arcadia Historical Museum and the person or persons named on the face of the form. Any variation from the terms listed on the face of the form and below must be in writing upon the face of the deed of gift form.

1. Gifts to the Ruth and Charles Gilb Arcadia Historical Museum shall be recorded as unrestricted donations and the Ruth and Charles Gilb Arcadia Historical Museum shall have the right to utilize donated property in the manner which best serve the Ruth and Charles Gilb Arcadia Historical Museum and its collections. Acceptance does not imply that donations will be put on permanent display. Unless otherwise noted, all copy and literary rights are conveyed to the Ruth and Charles Gilb Arcadia Historical Museum.
2. Gifts to the Ruth and Charles Gilb Arcadia Historical Museum are tax deductable from taxable income in accordance with the provisions of Federal income tax laws. However, the Ruth and Charles Gilb Arcadia Historical Museum staff, trustees and volunteers cannot, in their official capacity, give appraisals for the purpose of establishing tax deductible value of donated items. For protection of the donor, the Ruth and Charles Gilb Arcadia Historical Museum recommends an appraisal by a qualified appraiser before title to property is conveyed to the Ruth and Charles Gilb Arcadia Historical Museum.
3. The donor named on the face of the Deed of Gift form is assumed to be the legal owner of the property conveyed or his/her designated legal agent. The Ruth and Charles Gilb Arcadia Historical Museum does not knowingly accept donations offered by someone other than the rightful owner.
4. The Ruth and Charles Gilb Arcadia Historical Museum retains the right to sell, trade or otherwise dispose of items in the collection, as it sees fit, in order to enhance the quality of the collection.

Description of Gift (attach additional page if required)

_____

_____

_____

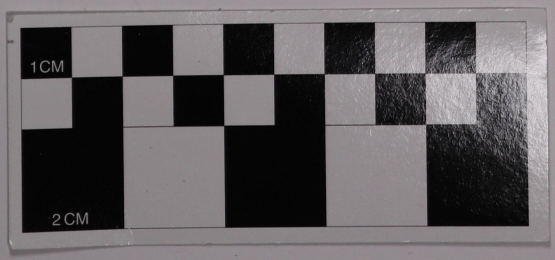
Donor: _____

Address: _____

Telephone: _____ Email address: _____

Signature of Donor: _____ Date: _____

Signature of Curator: _____ Date: _____



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Carolyn Garner-Reagan
Director of Library and Museum Services

September 14, 2010

Jane Doe
1234 Home Ave.
Arcadia, CA 91007

Dear Mr. Doe,

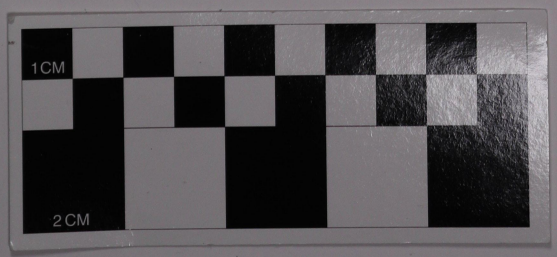
On behalf of the Ruth and Charles Gilb Arcadia Historical Museum Commissioners, staff, volunteers and visitors, please accept my sincere thanks for your gift of the _____. Donations such as yours add to the integrity and quality of this Museum and the City of Arcadia as we strive to present and preserve its history.

In order to complete the donation, please sign both copies of the Deed of Gift and return one copy in the self-addressed, stamped envelope enclosed. You may retain the other copy for your records.

Again, many thanks.

Sincerely,

Dana Dunn
Museum Curator



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair Ruth Gilb at 5:05 p.m. on November 3, 2010.

Pledge to the Flag: Vince Foley led the Pledge.

Roll Call: Present: Marsha Burkhalter; Vince Foley; Ruth Gilb; Lee Segal; Alice Wang; Victor Wu; Mickey Segal (City Council Liaison); Carolyn Garner-Reagan (Director of Library and Museum Services); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

It was MSC to excuse Ruth Dunlop from the meeting. **M-17-2010**

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in the attendance.

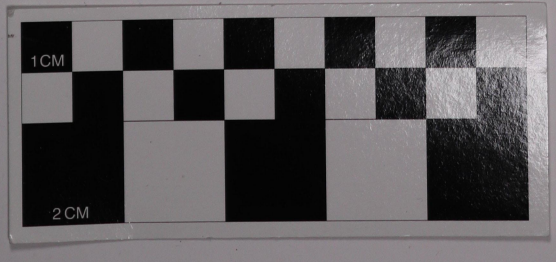
Matters from Council Liaison: Council Liaison Mickey Segal provided reports about City matters. City Council is working on the adoption of a General Plan. Further discussion about the adoption will take place at the November 16 City Council meeting. Mr. Segal gave an update about a coyote trapping program the City initiated due to safety concerns of Arcadia residents. Over the past three months Animal Pest Management, Inc. (APM) has trapped approximately 15 coyotes. The majority of the coyotes were found in areas around the Lower Rancho, Gardens and Oaks.

Matters from Historical Museum Commission Members: Mr. Foley, a volunteer at the 2010 Hollywood Park Cal Cup estimated an attendance of 7,000 people, which was significantly lower than the 20,000 people who attended the 2009 Cal Cup at Santa Anita Park. In a conversation with Mr. Foley, Pete Siberell, Santa Anita Park's Director of Community and Special Events, expressed hopes of having the Cal Cup return to Santa Anita in 2011. Ruth Gilb asked about the status of the flooring for the Community Center going out to bid. Director of Library & Museum Services Carolyn Garner-Reagan stated that bids were being sought after for carpet tiles, similar to what the Arcadia Public Library has. Alice Wang made an announcement about the *Westfield Works Wonders* charity drive which would provide cash donations to local community organizations including the Arcadia Chinese Association, Arcadia Educational Foundation and Foothill Family Service. Community participants for this drive would decide which of these organizations would receive the first, second and third prizes of $5,000, $3,000, and $2,000. Victor Wu attended the Museum's *Dia de los Muertos* family program. Commission members enjoyed looking at a picture taken of Mr. Wu decorating a sugar skull. Mr. Wu commended staff for all of their hard work and made a suggestion about promoting future events and programs through online social media such as Facebook. Curator Dana Dunn noted that the Museum's Facebook page is live.

Consent Calendar: It was MSC to approve the September 1, 2010 Minutes. **M-18-2010**

Reports to be discussed and filed:

Staff Report: Ms. Dunn highlighted some of the events from the Staff Report. The winning entries from the Museum's *Second Annual Juried Photography Contest* were announced at the exhibit opening and reception. Judges Lloyd Fujiwara, Visual Arts Teacher at Arcadia High School and John Fang, professional photographer at Fang Photography were in attendance. Mr. Fujiwara and Mr. Fang explained why they chose

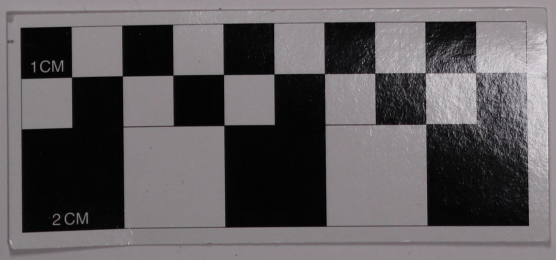


each winning photograph and offered suggestions on photography techniques. Mrs. Segal asked what age category the contest open was to. Ms. Dunn replied that it was open to all age levels. There was a minimum size requirement for this year's contest. Photograph images had to be 10 x 13 inches or larger. Education Coordinator Lindsey Sun provided information about the activities at the *Dia de los Muertos* family program. Marsha Burkhalter asked about attendance. Ms. Sun gave an estimate of 49 people.

Curator's Presentation – Ethics, Standards and Practices, Mission Statements, Accreditation: Ms. Dunn presented a PowerPoint slideshow titled, "Museums: A Closer Look, Part Two: Ethics, Standards and Practices, Mission Statements, Accreditation." The slideshow focused on the American Association of Museums' (AAM) guidelines for ethics, standards and practices, mission statements and accreditation. Ms. Dunn commented that accreditation was a goal that the Museum should achieve in the future. *Characteristics of Excellence for U.S. Museums*, *Code of Ethics of Museums* and *Characteristics of an Accreditable Museum* were distributed to Commissioners to put in their binders for reference.

Historical Society and Friends of the Museum Report: Mrs. Garner-Reagan provided information about the last Historical Society Board meeting. Society Board members had a discussion about their finances. One of the topics discussed involved the Alice Slater Trust Fund. The Fund was originally set up when the Society ran a museum next to the Community Center. Since that museum no longer exists, Board member Gil Stromsoe said it was open to interpretation over whether money should extend to the current Museum. Most members felt that it did not apply to the current Museum. Mrs. Gilb, a close friend of Mrs. Slater, was skeptical that Mrs. Slater would have wanted the funds to be designated for non-museum related expenditures. A request has been made by Mrs. Gilb to President of the Arcadia Historical Society Board Gene Glasco for a copy of the Alice Slater Trust Fund. Mrs. Gilb has not received a copy thus far. Discussion ensued over comments made by an undisclosed person about Society papers containing pertinent information being thrown out. Most Commission members agreed that demands could not be made to see Society papers since it belonged to them. Mr. Foley suggested making an informal agreement with the Society to ask members if the Commission could look at the papers before they were thrown out. Mrs. Gilb expressed her concern over money transferring to the Friends of the Arcadia Public Library from a stipulation in the Fund. Mrs. Garner-Reagan assured Mrs. Gilb that would only happen if the Society disbanded. Another financial matter involved funds held in a Society account collected from a Fifth Anniversary Dinner for a Museum Education Center. Most Board members agreed that the Society no longer owes money from the Fifth Anniversary Dinner since Society funds have been used towards paying architect Bob Daggett for architectural renderings of the Museum Education Center.

Discussion ensued over the misconception from the community about the role of the Society in the Museum. One of the issues involves the purchase of donor tree leaves. Most community members believe that the money from the leaves goes directly to the Museum instead of to the Society. Mrs. Gilb recollected the donations of the leaves being designated for the Museum. Mrs. Garner- Reagan will look into this matter. Mr. Foley asked about the role of the Society at the previous museum. Mrs. Garner-Reagan explained that the previous museum was entirely run and paid for by the Society.



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Carolyn Garner-Reagan
Director of Library and Museum Services

AGENDA

Arcadia Historical Museum Commission

January 6, 2010
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

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1. **Pledge to the Flag**

2. **Roll Call**

3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**

4. **Matters from Council Liaison**

5. **Matters from Historical Museum Commission Members**

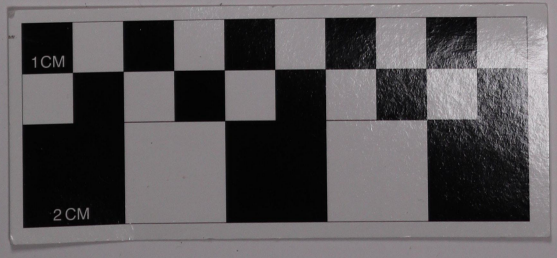
6. **Consent Calendar**
   Minutes of the meeting of September 2, 2009 as corrected
   Minutes of the meeting of November 4, 2009

7. **Reports to be discussed and filed**
   a. Staff Report
   b. Historical Society and Friends of the Museum Report
   c. Major Gift Committee Report

8. **Items for update/discussion/appropriate action**
   a. Request by Major Gift Committee Chair Floretta Lauber to recommend that the City Council authorize the City Manager to make a payment of $2,650 to Daggett Architects, Inc. for additional architectural services using the Museum's Gilb Memorial Fund
   b. Naming of Museum Education Center
   c. City tax letter
   d. Trust account balances
   e. Update on patio exit

9. **Adjourn to Wednesday, March 10, 2010 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chairperson Margaret Barrows at 5:03 p.m. on November 4, 2009.

Pledge to the Flag: Marsha Burkhalter led the Pledge.

Roll Call: Present: Margaret Barrows; Marsha Burkhalter; Joseph Feghali; Vincent Foley; Ruth Gilb; Floretta Lauber; Alice Wang; Carolyn Garner-Reagan (Director of Library and Museum Services); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

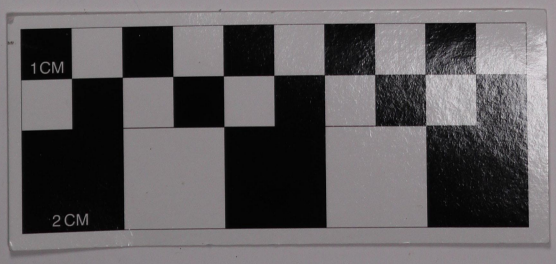
Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in attendance.

Matters from Council Liaison: City Council Liaison Roger Chandler was unable to attend the Historical Museum Commission meeting. In lieu of Mr. Chandler, Mrs. Margaret Barrows provided information about the November 3rd City Council meeting. A budget review of the remaining fiscal year for 2009-2010 indicated lower revenues than projected. The City Council were unanimous in adopting option two from the list of recommended budget cuts which includes deferring the City's slurry seal street project for a year. Another budget review will take place in the spring.

Matters from Historical Museum Commission Members: Alice Wang circulated information about the Arcadia Chinese Association and Masonic Center's Asian Business Night held at the Arcadia Chamber of Commerce. The Bargain Box's annual holiday sale was also recommended by Mrs. Wang.

Mrs. Lauber asked about the possibilities of the Museum receiving accreditation. Mrs. Garner-Reagan discussed how the Museum needed to focus on updating the permanent exhibit section and reviewing humidity results from the Preservation Environment Monitor. Adding to the discussion Ms. Dunn explained that there were two main hurdles for accreditation. One of the problems involves issues with humidity control due to the fact that this is not a part of the current HVAC system. The second hurdle results from the Museum's slow processing in meeting the accessioning requirements set for accreditation. Ms. Dunn believes a full-time registrar would help to meet these needs, however due to budget constraints hiring additional staff would not be possible. In response to Mrs. Lauber's inquiries about the amount of accessioning required, Ms. Dunn estimated that approximately 80% of the Museum's collection would need to be catalogued.

Based upon the statements made by Arcadia Mayor John Wuo at the previous City Council meeting, Mrs. Lauber questioned in what manner could the misinformation about the Historical Society's affiliation to the Hugo Reid Adobe project be corrected. Mr. Foley and Mr. Feghali believed the confusion resulted from a dinner held at Historical Society Board member Carol Libby's house and her connection to the Historical Society Board as a member. Based upon publicity written about the Hugo Reid Adobe project Mrs. Garner-Reagan believed that the articles clarify that it was an event headed by the Hugo Reid Adobe Committee and not associated with the Historical Society Board.



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
November - December 2010
Prepared by Dana Dunn, Curator

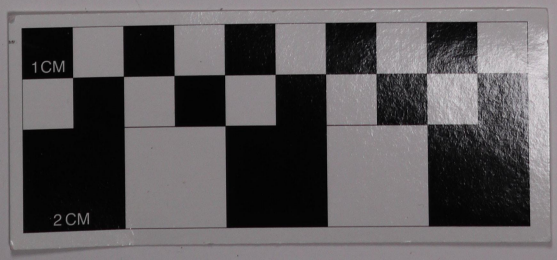
- **Visitors**
  Total October: 387
  Total November: 293
  Total December 1 – 23: 601

- **Exhibits**
  Second Annual Juried Photography Contest and Exhibit
  October 30 through December 11
  Opening Reception and Awards Ceremony: October 30, 10:00 a.m.
  Curator Dana Dunn held the photography contest from September 28 – November 2. Judges: Vicki Martin, Visual Arts and Media Instructor at Pasadena City College; Lloyd Fujiwara, Visual Arts Teacher at Arcadia High School; and Dr. John Fang, Associate Clinical Professor at the Department of Anesthesiology at UCLA Medical School, came to the Museum on October 8 and chose the first, second and third place winners. Winners were announced at the opening reception. Dr. Fang and Mr. Fujiwara were in attendance and offered advice and critique to the photographers in the exhibit.

  From Me To You:
  Selections from the Collections at the Ruth and Charles Gilb Arcadia Historical Museum
  October 6 through beginning of January 2011
  Ms. Dunn created and installed a new exhibit in the display case at the entry of Arcadia Public Library. This exhibit features local postcards from the Museum's collections. This exhibit has been extended through January 2011 by request of Library staff.

  Dirigible!! Airships Over Arcadia During WWI
  December 28, 2010 through February 19, 2011
  This exhibit features information on the World War One Army Balloon School, which was established in 1918, here in Arcadia. Using photographs and ephemera from the Collections, the exhibit shows images of the Balloon School and describes the School's inner workings. Also included in the storyline are the history of the causes of World War One and information on Lieutenant Cleo Ross, after whom the Air Field was named. A special adult lecture event will take place on January 8, 2011 at 1:00 p.m.

- **Programs**
  Families learned about winter holidays from other countries and cultures at the Museum's December *Hands on History for Families* program, "Winter Holidays Around the World." Attendees participated in activities such as, receiving a henna tattoo to celebrate Diwali;



decorating craft eggs for *Nowruz* (Persian New Year); coloring a Chinese zodiac calendar in observance of Chinese New Year; and decorating a mask for Carnival. The Museum's Young Adult Volunteers, Angel and Ellen, and Museum Docent Beverly Street presented an outstanding puppet show with the help of the Museum's little puppet friends, Harriet, Teddy and Feathers.

This year's Snow Festival on December 4, put on by the Community Center, was a success again this year. The Museum had 297 visitors come through the doors. Many people walked through the exhibits, were greeted by staff and volunteers and were invited back for our programs and exhibits.

- **Education**
  Debbie Henderson, Associate Librarian of Sierra Madre Public Library's Archival Collections, gave a slideshow presentation about "An Early History of Sierra Madre" at the Museum's November Brown Bag Lunch Talk. There were no Brown Bag Lunch Talks scheduled in December.

  Five Tiger Scouts and eight chaperones from Pack #111 visited the Museum to earn their "1G Go See It!" in November. Ms. Sun provided an educational and hands-on program about what life was like for families in the past.

  During the month of November the Museum was visited by many students from Cal Poly Pomona. One of the classes there was requiring students to come and interview Museum staff about the City's historical geography.

- **Administration**
  Ms. Dunn and Ms. Sun attended a Library, Recreation and Museum meeting in December, where news about each department's programs and events were shared.

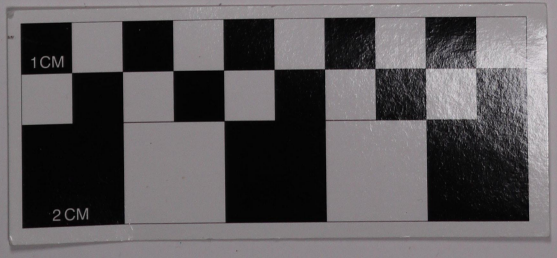
  Ms. Sun gave a report about Museum events and programs at a December PTA Council meeting held at the Arcadia Police Station.

  Ms. Sun provided a report about Museum events and programs at the Historical Society Board's November meeting in place of Ms. Dunn, who was out due to illness.

- **Facilities**
  Museum staff was hard at work in November, moving items around and taking everything off of the walls. Painters came in and gave the front rooms of the Museum a fresh coat of paint. This included: the lobby, restrooms, front office, meeting room, collections area and kitchen. The wooden slats around the outside of the building were also re-finished and the posts at the outside entrance painted. The company also re-finished the Museum's wooden benches, which are used on the patio.

  In December, the Museum was experiencing some problems with the alarm system. Post Alarm came out and did some maintenance on the system and corrected the problems.

- **Collections**
  The Museum was pleased to add a new adult volunteer in Collections, Mr. Peter Bomba. He is retired and has a background in archival work with experience volunteering at the Seaver Center. Mr. Bomba is currently becoming acquainted with the Archival Collections, after which, Ms. Dunn will instruct him on accessioning in the PastPerfect database.



Excerpts from the Museum's new donations and acquisitions:

- Copy of photograph of Balloon School, donated by Jeannette Erdman.
- Cigarette card, Caquot balloons over London.
- Cigarette card, German balloon.
- Santa Anita Park parking claim check, c. 1935-36.
- Arcadia Centennial Commission binder, donated by Mary Hansen.

- **Volunteer Hours and Activity**
  November 1 – December 20: 218 hours

  The Museum has accepted a new Young Adult Volunteer, Connor Lee. He is a sophomore at Arcadia High School and has also finished as an Eagle Scout in the Boy Scouts of America program. Connor contacted Ms. Dunn and is interested in working with the Veteran's Local History Room.

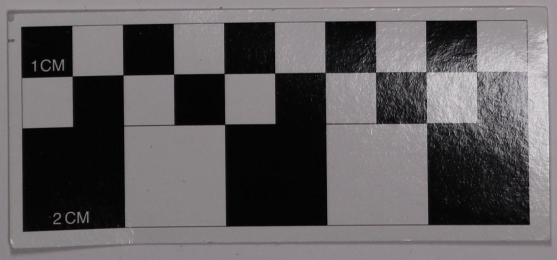
  Staff will be working on a second round of volunteer interviews after the beginning of the year. This will be to fill in for those volunteers who started in September, but were unable to complete the requirements of volunteering.

- **Collaborations**
  On November 4 and December 2, Ms. Dunn met with the Friends of the Museum for their monthly meetings. At these meetings she updates the group on current and upcoming events and exhibits and welcomes the Friends to volunteer. In December the Friends met at the home of Carol Libby to prepare for an upcoming Fashion Show in January. The proceeds from these events sometimes goes to the Museum. At the December meeting, Ms. Dunn thanked the Friends for the purchase of a book, to be placed in Collections, on the history of Sierra Madre. She also discussed the agreement between the Friends and the City on the Museum's gift shop. Copies of the agreement were passed out and read aloud. Ms. Dunn requested that a gift shop manager be appointed and the work delegated to keep the gift shop in working order. The Friends will reply to the request at the January meeting. The December meeting was also the group's annual holiday party.

  On November 10 and December 8 Ms. Dunn met with the new Arcadia Historical Museum Foundation. The Foundation was successful in completing the required paperwork to become a 501(c)3. At this time, the main project for the Foundation will be to raise funds for the construction of a new Museum education facility, which will stand next to the Museum on the current site of the shuffleboard court.

  Ms. Dunn attended a meeting of the Historical Board at the Police Station on December 2. The Board is in discussion and preparing the fourth historical panel. Three panels have been completed so far. They hang in the atrium of the Police Station.

- **Administration**
  Museum staff has been working on the new calendar of exhibits and programs for 2011. Ms. Dunn is designing a brochure that will contain all of the programs for the year. She will be sending the brochure out to a professional printer, slated for the beginning of January.



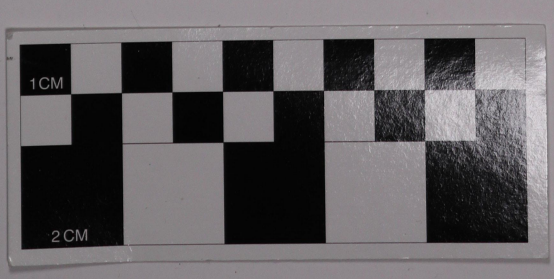
A 2003 agreement which terminated the 1999 agreement between the City and Society was written simply and without many details. Discussion ensued over the possibilities of terminating the agreement or revising it. Mrs. Garner-Reagan suggested revisiting this possibility after the Society rewrote their mission statement. Mrs. Garner-Reagan noted that the Society had made many contributions to the Museum, including past quarterly gifts to the Museum and their help with paying half of the Museum's fine arts insurance. Mrs. Garner-Reagan advised waiting to see if the Society kept the Museum in their mission statement. Mr. Foley pointed out the use of "historical" in the Museum and Society's name as another reason why the community may be confused about who runs the Museum. Ms. Dunn mentioned staff's use of the City and Museum's logos as a way of branding the Museum as a City entity, separate from the Society. Mr. Segal suggested getting City Manager Don Penman involved so that the relationship between the Society and Museum under the City could be defined. This would help address the Society's use of the Museum for fundraising purposes and clear up confusion in the community over who runs the Museum.

Ms. Dunn gave an update about the Friends of the Museum. The Friends of the Museum have agreed to pay for custom clothing and accessories for the Anita Baldwin mannequin in the future Anoakia exhibit. Ms. Dunn is working with different companies on estimating costs for the dress and mannequin.

Museum Foundation Report: Mrs. Segal updated the Commissioners about the Museum Foundation. The Foundation sent a letter to the Arcadia Historical Society Board, announcing its formation and asked Board members if they would like to be involved with fundraising for the Education Center. Mrs. Segal emphasized the Foundation's sole purpose as one of support for the Museum. Mrs. Burkhalter asked about the status of using the City's water bill for fundraising. Mr. Segal suggested seeking out large donors first before asking the public to help with the remaining balance. Mrs. Burkhalter posed the possibility of the Foundation raising money to fulfill needs the Museum might have currently before raising money for an Education Center. Discussion ensued over this possibility. The Commission decided on using the Gilb Memorial account to pay for any needs the Museum may have. Ms. Dunn was asked to bring a wish list to the next Commission meeting so that Commissioners could make a recommendation about expenditures from the Gilb Memorial. Mrs. Gilb suggested having Floretta Lauber at a Commission meeting since she knew the history of the Education Center and Major Gift Committee.

Items for update/discussion/appropriate action

Update on tour to the San Bernardino County Museum: Ms. Dunn was able to contact the executive secretary to the Director at San Bernardino County Museum. The Director will be able to provide a behind-the-scenes tour of the Museum in spring 2011 on a Monday. Ms. Dunn will contact the secretary to see if it is possible to schedule a tour on February 7 or 28. Mrs. Garner-Reagan will set up the tour date(s) on doodle.com so that Commission members can submit their availability electronically. Staff will help those without internet access with scheduling.



New Collections Management Forms: Ms. Dunn presented first drafts of the Museum collections forms to Commission members and gave details about the purpose of each form. The forms will need to be approved by Mrs. Garner-Reagan and City Manager Penman. The City Attorney might be asked to review the forms for legal purposes.

Brown Bag Lunch Talk Program updates: At the September 1, 2010 Commission meeting, Commission members passed a motion "to recommend to the Historical Society that Brown Bag Lunch Talks remain "brown bags"; suggest that money provided to the Museum from the Society's quarterly gifts be used for more substantial purposes; and offer the suggestion that the Society entertain serving light refreshments such as desserts for lunch." Mrs. Garner-Reagan asked Commission members for direction due to new information exchanged in emails from President of the Arcadia Historical Society Board, Gene Glasco and a previous Board meeting. The Historical Society Board would like to pay for the Brown Bags out of their account rather than use money gifted to the Museum from past quarterly gifts. Discussion ensued over the impact of serving pizza for staff and the possibilities of confusion about whether the Brown Bag Lunch Talk was a Society or Museum program. Commissioners decided to table further discussion about this matter until more information was gathered about the Society's role in the Museum.

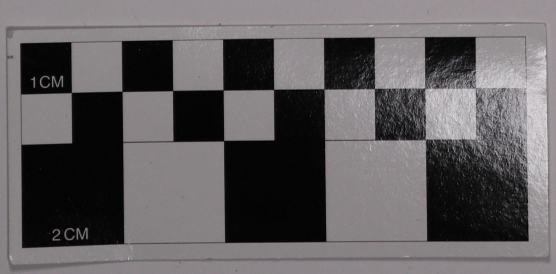
Adjourned: The meeting was adjourned to the next regular meeting of January 5, 2011 at 5:00 p.m.

Approved:

_____

Carolyn Garner-Reagan, Director of Library and Museum Services
For the Commission

Prepared by: Lindsey Sun



AMERICAN ASSOCIATION OF MUSEUMS

Characteristics of Excellence for U.S. Museums

1. PUBLIC TRUST & ACCOUNTABILITY

1.1 The museum is a good steward of its resources held in the public trust.

1.2 The museum identifies the communities it serves, and makes appropriate decisions in how it serves them.

1.3 Regardless of its self-identified communities, the museum strives to be a good neighbor in its geographic area.

1.4 The museum strives to be inclusive and offers opportunities for diverse participation.

1.5 The museum asserts its public service role and places education at the center of that role.

1.6 The museum demonstrates a commitment to providing the public with physical and intellectual access to the museum and its resources.

1.7 The museum is committed to public accountability and is transparent in its mission and its operations.

1.8 The museum complies with local, state, and federal laws, codes, and regulations applicable to its facilities, operations, and administration.

2. MISSION & PLANNING

2.1 The museum has a clear understanding of its mission and communicates why it exists and who benefits as a result of its efforts.

2.2 All aspects of the museum's operations are integrated and focused on meeting its mission.

2.3 The museum's governing authority and staff think and act strategically to acquire, develop, and allocate resources to advance the mission of the museum.

2.4 The museum engages in ongoing and reflective institutional planning that includes involvement of its audiences and community.

2.5 The museum establishes measures of success and uses them to evaluate and adjust its activities.

3. LEADERSHIP & ORGANIZATIONAL STRUCTURE

3.1 The governance, staff, and volunteer structures and processes effectively advance the museum's mission.

3.2 The governing authority, staff, and volunteers have a clear and shared understanding of their roles and responsibilities.

3.3 The governing authority, staff, and volunteers legally, ethically, and effectively carry out their responsibilities.

3.4 The composition, qualifications, and diversity of the museum's leadership, staff, and volunteers enable it to carry out the museum's mission and goals.

3.5 There is a clear and formal division of responsibilities between the governing authority and any group that supports the museum, whether separately incorporated or operating within the museum or its parent organization.

4. COLLECTIONS STEWARDSHIP

4.1 The museum owns, exhibits, or uses collections that are appropriate to its mission.

4.2 The museum legally, ethically, and effectively manages, documents, cares for, and uses the collections.

4.3 The museum's collections-related research is conducted according to appropriate scholarly standards.

4.4 The museum strategically plans for the use and development of its collections.

4.5 Guided by its mission, the museum provides public access to its collections while ensuring their preservation.

5. EDUCATION & INTERPRETATION

5.1 The museum clearly states its overall educational goals, philosophy, and messages, and demonstrates that its activities are in alignment with them.

5.2 The museum understands the characteristics and needs of its existing and potential audiences and uses this understanding to inform its interpretation.

5.3 The museum's interpretive content is based on appropriate research.

5.4 Museums conducting primary research do so according to scholarly standards.

5.5 The museum uses techniques, technologies, and methods appropriate to its educational goals, content, audiences, and resources.

5.6 The museum presents accurate and appropriate content for each of its audiences.

5.7 The museum demonstrates consistent high quality in its interpretive activities.

5.8 The museum assesses the effectiveness of its interpretive activities and uses those results to plan and improve its activities.

6. FINANCIAL STABILITY

6.1 The museum legally, ethically, and responsibly acquires, manages, and allocates its financial resources in a way that advances its mission.

6.2 The museum operates in a fiscally responsible manner that promotes its long-term sustainability.

7. FACILITIES & RISK MANAGEMENT

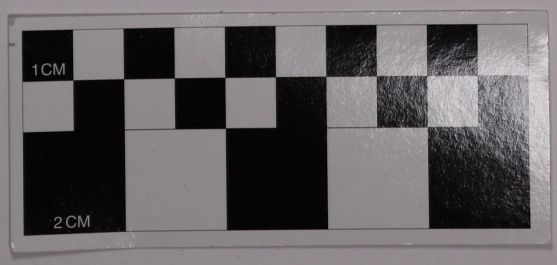
7.1 The museum allocates its space and uses its facilities to meet the needs of the collections, audience, and staff.

7.2 The museum has appropriate measures to ensure the safety and security of people, its collections and/or objects, and the facilities it owns or uses.

7.3 The museum has an effective program for the care and long-term maintenance of its facilities.

7.4 The museum is clean and well-maintained, and provides for the visitors' needs.

7.5 The museum takes appropriate measures to protect itself against potential risk and loss.



AMERICAN ASSOCIATION OF MUSEUMS

Museum Advancement & Excellence
Accreditation Program

Accreditation Program Standards:

Characteristics of an Accreditable Museum

Approved by the Accreditation Commission on December 3, 2004

Effective January 1, 2005

Public Trust & Accountability

- The museum is a good steward of its resources held in the public trust.
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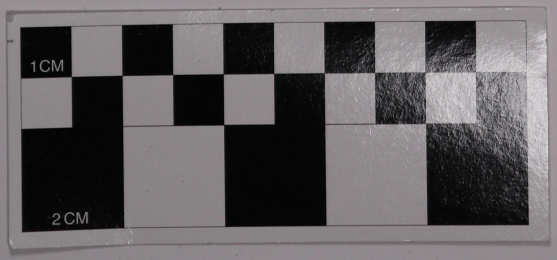
1575 EYE STREET NW, SUITE 400
WASHINGTON, DC 20005
202.289.1818
FAX 202.289.6578
www.aam-us.org



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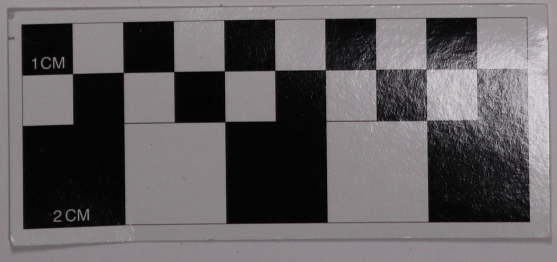


66 1514
P.D. 91066

Lindsey Sun

From: Carolyn Garner-Reagan
Sent: Monday, December 20, 2010 10:21 AM
To: Dana Dunn; Lindsey Sun
Subject: FW: Winter Holidays Around the World

Hi Dana and Lindsey – will one of you please print and send out to Ruth G?

Thanks,
Carolyn

Carolyn L. Garner-Reagan
Director of Library and Museum Services
Arcadia Public Library
20 W. Duarte Rd.
Arcadia, CA 91006
cgarner-reagan@ci.arcadia.ca.us
(626) 821-5572 FAX (626) 447-8050
http://library.ci.arcadia.ca.us

From: museum
Sent: Saturday, December 18, 2010 10:53 AM
To: 'alice168wang@yahoo.com'
Cc: Dana Dunn; Carolyn Garner-Reagan
Subject: FW: Winter Holidays Around the World

Hi Alice,

I'll forward this Carolyn. Since Ruth does not have email she will have to be contacted by telephone.
Happy Holidays to you too!!!!!

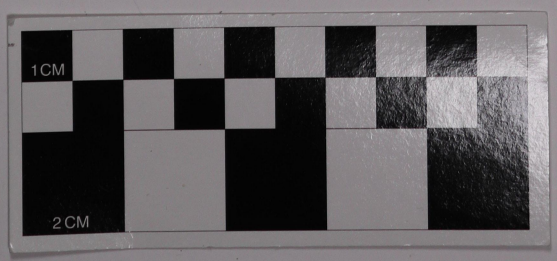
Best,
Lindsey

From: Alice Wang [mailto:alice168wang@yahoo.com]
Sent: Thursday, December 16, 2010 5:12 PM
To: museum
Subject: Re: Winter Holidays Around the World

Dear Lindsey,
Happy holidays!
Can you do me a favor to send my absent notice to all commissioners for our Jan. meeting due to trip to Taiwan from 12/27-1/24. Your help is very much appreciated.
love
Alice

From: museum <museum@ci.arcadia.ca.us>
To: Lindsey Sun <lsun@ci.arcadia.ca.us>

12/21/2010



Carolyn Garner-Reagan

From: Carolyn Garner-Reagan

Sent: Tuesday, November 23, 2010 3:46 PM

To: Anne Joseph; Anne Joseph - Camino Grove; Dorothy Denne (ddenne@att.net); Meredith Brucker (meredith_brucker@yahoo.com); Ron Larson (linkmacron@yahoo.com); Scott Hettrick; Alice Wang; Lee Segal; Marsha Burkhalter; Victor Wu; Vince Foley

Cc: 'The Foleys'; Jerry Selmer (selmer2@altrionet.com); Don Penman

Subject: FW: Recruitment of Director of Library and Museum Services

Dear Library Board, Historical Museum Commissioners, Friends, and Foundation,

Please see the e-mail message sent to Library Staff by City Manager Don Penman.

Meredith and Jerry – please feel free to forward this to your boards.

Carolyn

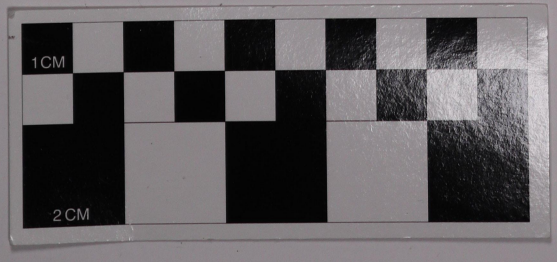
Carolyn L. Garner-Reagan
Director of Library and Museum Services
Arcadia Public Library
20 W. Duarte Rd.
Arcadia, CA 91006
cgarner-reagan@ci.arcadia.ca.us
(626) 821-5572 FAX (626) 447-8050
http://library.ci.arcadia.ca.us

From: Don Penman
Sent: Tuesday, November 23, 2010 11:15 AM
To: City_All_Library
Cc: Carolyn Garner-Reagan
Subject: Recruitment of Director of Library and Museum Services

At the meeting of the Library Board of Trustees on November 18 the Board voted to initiate an open recruitment to fill the position of Director of Library and Museum Services. The Board also wanted to make it very clear that they do believe there are some very qualified candidates in-house, that this should be communicated to them, and that any qualified candidate should be strongly encouraged to apply. The Board also indicated that they would like a decision and appointment to be made no later then the end of March.

If you have any questions please feel free to contact me.

11/23/2010



City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Carolyn Garner-Reagan
Director of Library and Museum Services

AGENDA

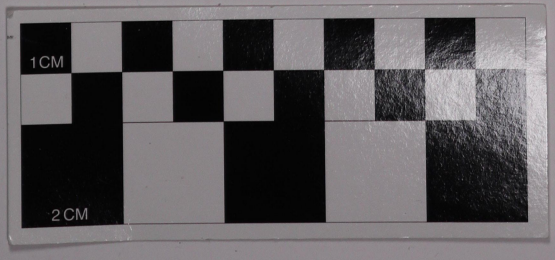
Arcadia Historical Museum Commission

November 3, 2010
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**
2. **Roll Call**
3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**
4. **Matters from Council Liaison**
5. **Matters from Historical Museum Commission Members**
6. **Consent Calendar**
   a. Minutes of the meeting of September 1, 2010
7. **Reports to be discussed and filed**
   a. Staff Report
   b. Curator's Presentation – Ethics, Standards and Practices, Mission Statements, Accreditation
   c. Historical Society and Friends of the Museum Report
   d. Museum Foundation Report
8. **Items for update/discussion/appropriate action**
   a. Update on tour to the San Bernardino County Museum
   b. New Collections Management Forms
   c. Brown Bag Lunch Talk Program updates
9. **Adjourn to Wednesday, January 5, 2010 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair Ruth Gilb at 5:05 p.m. on September 1, 2010.

Pledge to the Flag: Victor Wu led the Pledge.

Roll Call: Present: Marsha Burkhalter; Ruth Dunlop; Vince Foley; Ruth Gilb; Lee Segal; Alice Wang; Victor Wu; Mickey Segal (City Council Liaison); Carolyn Garner-Reagan (Director of Library and Museum Services); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in the attendance.

Matters from Council Liaison: Council Liaison Mickey Segal updated Commissioners about City matters. Due to the California Horse Racing Board's denial of the Oak Tree Racing Association's request to run its fall meet at Santa Anita Racetrack because of the track's unsafe conditions, Oak Tree will be moving to Hollywood Park instead. This will affect the amount of money the City receives from handling bets. In order to meet the California Horse Racing Board's guidelines, Magna International Developments plans on replacing Santa Anita Racetrack's synthetic surface with a conventional dirt track, slated for completion early in December 2010. Other City matters involve ongoing labor negotiations and an upcoming public hearing about the adoption of a new General Plan. Ruth Gilb asked if there was an ordinance in place which prevented Arcadia residents from removing oak trees. Mr. Segal replied that there was an ordinance which protected oak trees. Homeowners who wish to remove or relocate oak trees have to apply for an oak tree permit. Generally a removed oak tree has to be relocated or replaced with another. There is an undefined penalty for homeowners who remove oak trees without permission.

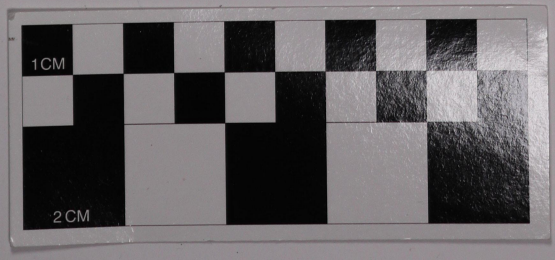
Matters from Historical Museum Commission Members: There were no matters from Commission members to discuss.

Consent Calendar: It was MSC to approve the July 7, 2010 Minutes with the notation of Mr. Foley abstaining due to his absence on July 7, 2010 **M-16-2010**

Reports to be discussed and filed:

Staff Report: Curator Dana Dunn reported on the success of the Museum's *The Brush Painting and Calligraphy of Master Ali Tam, Joseph S. Hwang and Hsi-Ping Lee* exhibit opening reception and the *Back to School Blast* Hands on History program. Commissioners had the opportunity to look at the Museum's recent acquisition, a pre-1960 Pacific Electric Railway token.

Curator's Presentation – Introduction to the Museum: Ms. Dunn presented a PowerPoint slideshow titled, "A Closer Look, Part One: A Brief History." The presentation provided information about the origins of museums and their purposes. Commission members commended Ms. Dunn for her hard work and appreciated the educational insight the slideshow offered.



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
September – October 2010
Prepared by Dana Dunn, Curator

- **Visitors**

Total August 2010:	**389**
Total September 2010:	**389**
October 1 - 19:	**187**

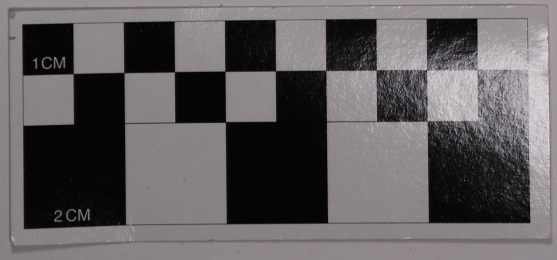
- **Exhibits**

Treasures From The Museum Vault
April 17 through October 30
This exhibit took a look at photographs, artwork and postcards from the Museum's collections. Historical background was included on topics such as E.J. Baldwin's first race track, the San Gabriel Mission, Queen Anne Cottage, W. Parker Lyon's Pony Express Museum and the movement of Arcadia's City Hall to different venues over the years.

The Brush Painting and Calligraphy of Master Ali Tam, Joseph S. Hwang and Hsi-Ping Lee
August 28 through October 16
Opening Reception: August 28, 1:00 p.m.
The Museum presented this refreshing exhibit featuring the local talents of Master Ali Tam, Joseph S. Hwang and Hsi-Ping Lee. These local Arcadia artists are world-renown in the arts of brush painting and calligraphy and have put together this collection of new artwork specially created for this exhibit. The Museum was proud to present these truly magnificent pieces of art.

Second Annual Juried Photography Contest and Exhibit
October 30 through December 11
Opening Reception and Awards Ceremony: October 30, 10:00 a.m.
Ms. Dunn held the photography contest from September 28 – November 2. Judges: Vicki Martin, Visual Arts and Media Instructor at Pasadena City College; Lloyd Fujiwara, Visual Arts Teacher at Arcadia High School; and John Fang, professional photographer at Fang Photography came to the Museum on October 8 and chose the first, second and third place winners. Winners will be announced at the opening reception.

From Me To You: Selections from the collections at the Ruth and Charles Gilb Arcadia Historical Museum
October 6 through 30
Curator Dana Dunn created and installed a new exhibit in the display case at the entry of Arcadia Public Library. This exhibit features local postcards from the Museum's collections.



STAFF REPORT

Library and Museum Services Department

DATE: September 28, 2010

TO: Arcadia Historical Society Board

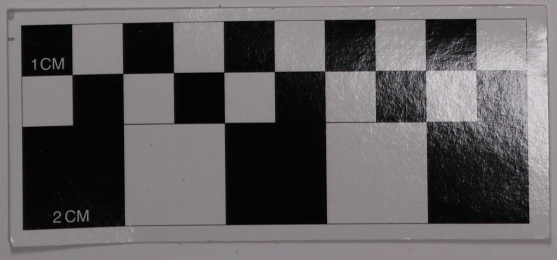
FROM: Dana Dunn, Museum Curator

SUBJECT: Museum Historical Society Trust Account Report

In 2004, at the request of the Historical Museum Commission, the Historical Society began making a quarterly gift to the Museum with the understanding that this gift would be used for the acquisition of artifacts, to buy collections care supplies and to support the Museum's programming and outreach efforts.

In September the Museum expended $207.39 in total. Purchased were an expandable arm for the flat screen in the Veteran's Local History Room in the amount of $136.09 and artifacts totaling $71.30.

August	
Income (Interest)	$15.00
Expended	$0.00
September	
Income	$0.00
Expended	$207.39
New Balance:	$8734.97



Arcadia Historical Society
Executive Board Meeting Minutes
Sept. 28, 2010

Call to Order-Gene Glasco, President called the meeting at 11:00 am.

Roll Call- Members present: Carol Libby, Scott Hettrick, Don Swenson, Sandy Snider, Phil Espanto, Gene Glassco and Sho Tay. Members Excused: Bev Street and Gil Stromsoe

President Glasco opened the meeting by asking members to read and approve the August 17th minutes of the meeting.

Treasurer's Report: Don Swenson distributed the treasurer's report and explained to the members that the statement of the Society's other investments have different reporting dates.

Museum Report: Dana Dunn, Curator reported the upcoming museum schedule for the month of October featuring the history of Library w/ Carolyn. Scott mentioned that last month's brown bag caught the attention of many attendees.

Programs: Carol gave a brief rundown and details of the October 22nd fall membership program in conjunction w/ Arcadia's Best and Arcadia Chinese Association that will be held at the Masonic Center.

Historical Markers Chairman's Report: Scott reported having finally met the principal of 1st Avenue and conveyed to him that the Society would like to re- install the school's historical markers soon.

Membership Report: President Glasco reported receiving the "One Book" mailer in the mail quickly and thanked Carol and others who had a hand in it for a job well done. The installation of mailing lists and membership listing are now in our computer. There are some "clean up" issues that Gene is going over with our computer/data base person before it will be fully operational. No charge for continuing services on our data base.

Old Business:

Open the discussion whether to fill out the position of 2nd VP for membership and member At-Large.

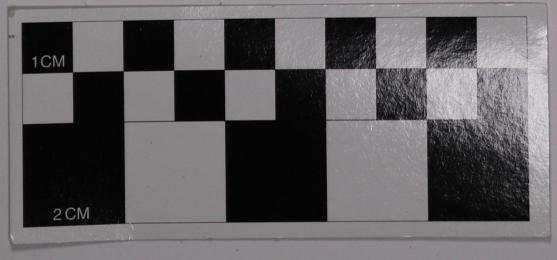
Brown Bag Lunch- The issue of providing lunch at the brown bag event is still pending w/ the commission. Carolyn said she will ask the commission to revisit the request by Arcadia Historical Society to allow the provisioning of a small lunch providing the Society takes responsibility for ordering and paying for the food.

New Business:

Alice Slater Fund has unresolved issue that needs Gil's expertise to explain why there was a discrepancy in the financial report.

The 1959 Classic Police Car: There was a lengthy discussion on how to apply discount to new members and old members in conjunction with a contribution to the police car's maintainence fund.Gene feels that this may be an effective program to increase membership.

Meeting adjourned at 12:30 pm
Phil Espanto, Recording Secretary



Arcadia Historical Society
Board Meeting
AGENDA
September 28, 2010

Call To Order:

Roll Call

Carol Libby	Don Swenson	Phil Espanto
Scott Hettrick	Sandy Snider	Gene Glasco
Beverly Street	Gil Stromsoe	Sho Tay

Welcome Visitors, Guests, and Non-Voting Members

1.) Approval of August Meeting Minutes

2.) Treasurer's Report: Don Swenson

3.) Correspondence: Bev Street

4.) Museum Report: Dana Dunn

5.) Programs: 1st Vice President
October 22 "One Book One Community" Masonic Center

6.) Report from Historical Markers Chairman-- Scott Hettrick

7.) Membership Report: Gene Glasco

8.) Old Business:

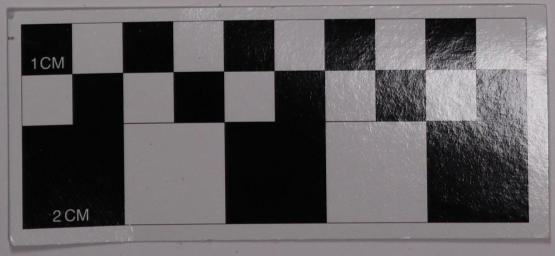
- 2nd V.P. (Membership) and Member at Large
- Museum Commission recommendations re- provisioning of Pizza vs Dessert at Brown Bag events

9.) New Business:

A. LIGHTS AND SIREN Quick Update on 1959 Classic APD Patrol Vehicle
B. One Book-One Community October 22, 2010
C. Alice Slater Fund- $8,000 or $80,000 ?
D. Quarterly Caminos Newsletter: FALL, SPRING editions. Volunteers?

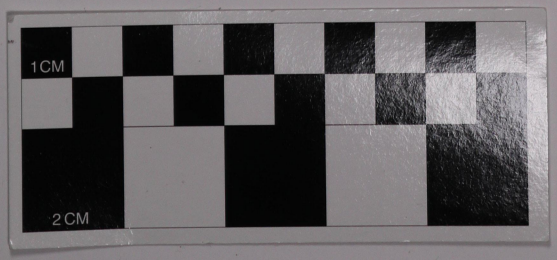
Announcements

Adjourn to Tuesday, October 26th, 2010 at 11:00 AM



ARCADIA HISTORICAL SOCIETY
FINANCIAL STATEMENT CURRENT STATUS
September 26,2010

1. American Century Investments (GNMA)				
	as of 6/30/2010		$4,026.51	
2. American Funds				
	as of 9/9/10			
	Board Designated		$7,743.78	
	Alice Slater		$52,362.51	
	Subtotal			$60,106.29
3. Bank of America Checking Account	as of 7/9/10	$5,443.50		
Income				
	Memberships	$ 30.00		
	Friends for Leaf	$ 250.00		
	Profit from Concerts	$ 1,002.59		
			$ 1,282.59	
Expenses				
	Mary Ball (sheet protectors)	$ 15.90		
	Jackie Capen	$ 150.00		
	AT&T	$ 70.30		
	Gil Stromsoe	$ 250.00		
	Jackie Capen	$ 150.00		
	City of Arcadia	$ 915.00		
	AT&T	$ 71.72		
	Total Expenses		$ 1,622.92	
	Checking accounting balance as of 9/9/10			$5,103.17
4. Bank of America 4 Mo CDs	as of 9/9/10			$25,558.81
				$31,567.92
5. Education Center	as of 8/31/10		$3,455.00	
	Subtotal			$3,455.00
	TOTAL			$125,791.19



Arcadia Historical Society

Executive Board Meeting Minutes

August 17, 2010

Call to Order – President Gene Glasco at 11:05 AM

Roll Call Present	Carol Libby	Don Swenson	Gene Glasco
	Scott Hettrick	Sandy Snider	Ruth Gilb, Liaison
	Bev Street	Sho Tay	Dana Dunn
Members Excused:	Phil Espanto	Gil Stromsoe	

President Glasco opened the meeting by asking members to read and approve the minutes of the previous meeting.

Treasurer's Report – Don Swenson reported that there has been very little change since Gil Stromsoe's year-end in-depth financial statement given at our July meeting.

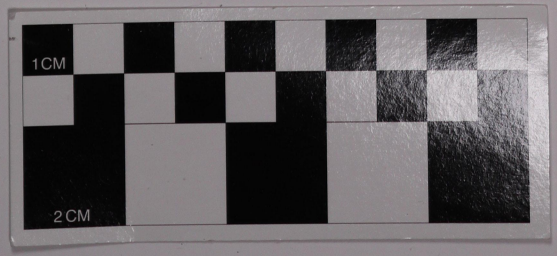
Correspondence Report – Beverly Street passed around the various newsletters, etc. from our neighboring historical societies.

Museum Report: Dana Dunn, Museum Curator, reported that the most recent exhibit has been 'taken down' and that the next exhibit is being prepared for opening on August 28th at 1:00 PM

Historical Marker Report: Scott Hettrick reported that he has spoken with the new principal at Dana Middle School. With all construction completed quite recently and a new school year just underway, the Marker site may not be officially settled just yet. Scott will continue to monitor this situation.

Programs: Sho Tay's report basically followed his July report that probably won't see action until November. Both Gene and Sho are quite enthusiastic concerning the possibility of working with the Arcadia Chinese Association.

Membership Reports: Jackie O'Sullivan, our outside computer consultant, has completed her installation of all our various mailing and membership listings into our computer program. Jackie will also 'train' Society Board members in usage of this new program. Gene, Sho, Scott and Sandy will be updated, and finally we will be able to have our membership program do all it must do. This is <u>most</u> welcome.



ARCADIA
HISTORICAL SOCIETY
380 West Huntington Drive • P.O. Box 60021
Arcadia, CA 91066-6021
(626) 446-8512

September 25, 2010

To: Arcadia Historical Society Members and Supporters,

You are invited to The Arcadia Historical Society's exciting Fall membership program and raffle at the Arcadia Masonic Center Friday, October 22 who along with the Arcadia Chinese Association, will share in a thrilling program presented by Arcadia's Best entitled: "One Community, One Book" and Creative Interpretation Contest. (Please see enclosed flyer)

Bring a potluck dish, enough for eight, and enjoy meeting and greeting friends and neighbors. Dessert, drinks, and table service is provided!

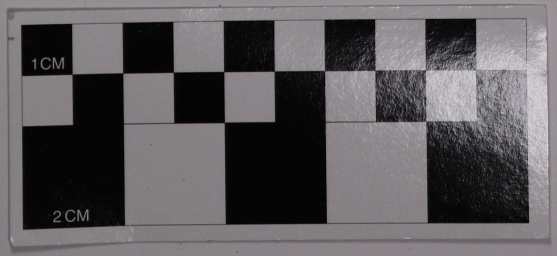
Take your picture behind the wheel of the classic 1959 Ford Galaxy 500 Arcadia Police car which will be on loan to us from the Arcadia Police Department. A nominal contribution to the Arcadia Historical Society's Classic Police Car fund will generate a valuable discount on new or your renewing membership.

Our fun filled meeting will begin at 6:00 pm, Friday, October 22, 2010 at the Arcadia Masonic Center, located at: 50 W. Duarte Road, Arcadia, CA.

Invite your friends and relatives for an enjoyable meeting and evening!

Cordially Yours,

Gene Glasco
President-Arcadia Historical Society
Enclosure
/gg



City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Carolyn Garner-Reagan
Director of Library and Museum Services

AGENDA

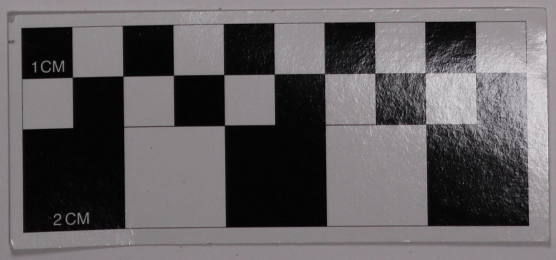
Arcadia Historical Museum Commission

September 1, 2010
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**
2. **Roll Call**
3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**
4. **Matters from Council Liaison**
5. **Matters from Historical Museum Commission Members**
6. **Consent Calendar**
   a. Minutes of the meeting of July 7, 2010
7. **Reports to be discussed and filed**
   a. Staff Report
   b. Curator's Presentation – Introduction to the Museum
   c. Historical Society and Friends of the Museum Report
   d. Report on the Museum Education Center
8. **Items for update/discussion/appropriate action**
   a. Annual Report
   b. Brown Bag Lunch Talk update
   c. Commission visit to off-site museum for behind the scenes tour
   d. New Commission photograph for Public Relations purposes
9. **Adjourn to Wednesday, November 3, 2010 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



50,000.00
Check mailed back
7-20-10 by Dana Dunn

CALIFORNIA COMMUNITY FOUNDATION

Building the Future of Los Angeles

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Chair

Sheldon Stone
Chair Elect

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Antonia Hernández

GENERAL COUNSEL
Rodriguez, Horii,
Choi & Cafferata LLP

July 15, 2010

Arcadia Historical Museum
380 West Huntington Drive
P.O. Box 60021
Arcadia, CA 91007=6021

Dear Sir or Madam:

At the recommendation of the Charles E. & Ruth V. Gilb Foundation, a donor advised fund at the California Community Foundation, we are pleased to award Arcadia Historical Museum this check in the amount of $50,000.00. This grant is designated for the following purpose:

- For new Children's Unit for educational purposes

By endorsing, depositing or cashing this check you certify that the grant will:

- Be used to fulfill a charitable purpose.
- Not fulfill a legally binding pledge or other financial obligation of the donor advisor/s.
- Not provide any material benefit or privilege to the donor advisor/s or any individual related to the donor advisor/s (e.g., membership benefits, event tickets, goods bought at auction, religious benefit, etc.).

We respectfully request that you not issue a tax receipt or acknowledgment letter to the donor or the Foundation. In addition, we ask that you not send any general mailings to the Foundation unless otherwise requested by the donor advisor/s.

If you have any questions or require additional information about this grant please contact us at (213) 413-4130. On behalf of the California Community Foundation, we wish you much continued success.

Sincerely,

Chris Hubbard
Grants Specialist
Ext. 260

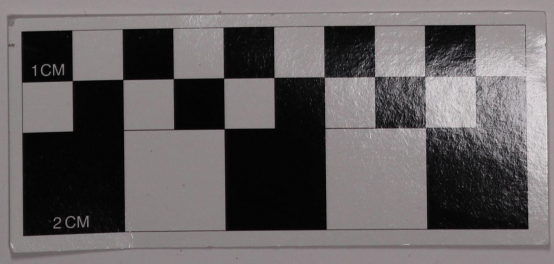
Olivia Koran
Grants Specialist
Ext. 275

Emily Zietlow
Grants Specialist
Ext. 261

Enclosure: Check #48649

cc: The Charles E. & Ruth V. Gilb Foundation

445 S. Figueroa St., Suite 3400, Los Angeles, CA 90071 | TEL: 213.413.4130 | FAX: 213.383.2046 | EMAIL: info@ccf-la.org | myccf.org



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
November - December 2009
Prepared by Dana Dunn, Curator

- **Visitors**

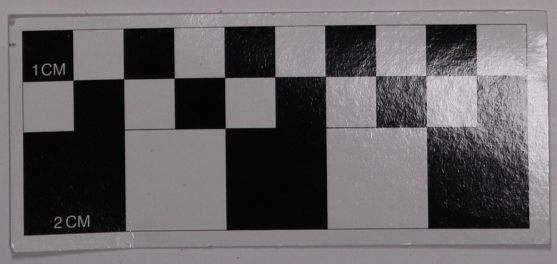
Total November 2009:	**674**
December 1 - 19:	**582**

- **Exhibits**

"Roll 'em": Motion Pictures Filmed in Arcadia and Surrounding Communities
This exhibit was about motion pictures that were filmed in and around Arcadia. The exhibit began with the silent films of D.W. Griffith at the turn of the twentieth century and ended with films from 2009. Two films were shown inside the exhibit itself and featured movie posters with information on each film. This exhibit closed on December 5th.

Only What We Could Carry: The Santa Anita Assembly Center
This exhibit opened on November 7th. The opening reception welcomed 181 people. Talks were given by PhD Candidate Akiko Nomura and Japanese American internees Dr. Myamoto and Mr. Sakatani. The audience consisted of visitors and also of Santa Anita Assembly Center internees. This exhibit was highly publicized and is a priority topic for Arcadia residents. The Museum enjoyed an elevated attendance, averaging 35 to 40 visitors per day.

Myth and Fable: Stories From Our Ancient Pasts
This exhibit was intended for children and their guardians. Cushions and chairs were set out for adults to read to children and for children to read the stories themselves. In addition to the colorful story panels, included were two fables recorded onto CD for the children to play and listen. There was also a DVD telling two Chinese stories. Myths and fables were chosen from around the world to expose the public to other cultures and to create cultural understanding, as well as teach the children about heroic life. Children participated in the exhibit by adding a paper cut-out of their own handprint onto the walls of the exhibit space. This exhibit opened on December 19th and runs through March 6, 2010.



MEMORANDUM

Administrative Services Department

Date: May 6, 2009

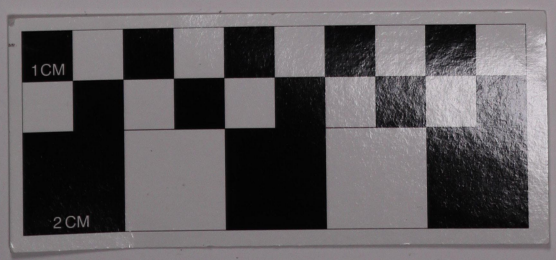
To: Carolyn L. Garner-Reagan, Director of Library and Museum Services

From: Hue Quach, Administrative Services Director

Subject: Tax Status for Donations

The City of Arcadia, being a municipality, is a tax-exempt organization and donations to the City are given the same treatment as a 501 {c} (3) organization. Any donations made to the city are tax-exempt. The City's federal tax identification number is 95-6000667.

If you have any questions, please do not hesitate to contact me.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chairperson Margaret Barrows at 5:00 p.m. on September 2, 2009.

Pledge to the Flag: Mrs. Floretta Lauber led the Pledge.

Roll Call: Present: Margaret Barrows; Marsha Burkhalter; Joseph Feghali; Vincent Foley; Ruth Gilb; Floretta Lauber; Alice Wang; Carolyn Garner-Reagan (Director of Library and Museum Services); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in attendance.

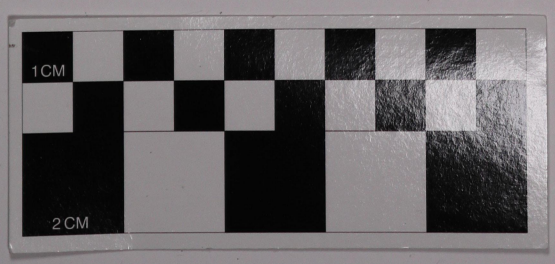
Matters from Council Liaison: City Council Liaison Roger Chandler was unable to attend the Historical Museum Commission meeting. Mrs. Barrows updated the Commission about City matters in his place. The main concern was providing fire updates. The Arcadia Fire Department and City Officials were closely monitoring the Station Fire and did not consider it a threat to Arcadia. Director of Library & Museum Services Carolyn Garner-Reagan circulated an informational bulletin which was posted on the City's website. It outlined a contingency plan where bulldozers and hand crews from the U.S. Forest Service and Los Angeles County would cut a fire break west of Sierra Madre and to the east. Mrs. Lauber added information about an email she received in regards to the City of Azusa holding a community meeting.

Matters from Historical Museum Commission Members: Mrs. Wang provided flyers to the Commissioners about the Arcadia Chinese Association's Moon Festival Fundraising Gala on October 3, 2009 and offered to distribute informational flyers to publicize Museum events and programs.

Mr. Foley commended Museum staff for accommodating his granddaughters with a behind the scenes tour of the Museum. Education Coordinator Lindsey Sun engaged his granddaughters with hands-on objects from the Museum's educational cart. Mr. Foley believes that their eagerness to return is a "great testimony" of the Museum's success as an educational resource. In addition to information about his visit, Mr. Foley discussed the possibilities of fundraising for a vintage police motorcycle currently on loan and being displayed at the Police Department. The owner of the motorcycle is hoping to sell it for approximately $25,000.00 to $40,000.00. Many of the Commission members expressed their doubts in raising the money due to the economic conditions.

The City will be hosting a Stars & Stripes Community Picnic on September 12. Mrs. Barrows informed Commission members of a request from the City for the Arcadia Historical Society Board to set up a table to sell refreshments or desserts. The Museum would also be participating along with the Library in the event. Curator Dana Dunn, plans on displaying World War I helmets and the Museum's Veteran's Registry.

Consent Calendar: It was MSC to approve the Minutes of July 1, 2009. **M-11-2009**



STAFF REPORT

Library and Museum Services Department

August 19, 2008

TO: Mayor and City Council

FROM: Janet Sporleder, Library and Museum Services Director
By Dana Dunn, Museum Curator

SUBJECT: **Quarterly Gifts to the Ruth and Charles Gilb Arcadia Historical Museum from the Arcadia Historical Society in the amount of $1,500.00 per quarter.**
Recommendation: Accept the donation

SUMMARY

Each quarter the Arcadia Historical Society gifts the Ruth and Charles Gilb Arcadia Museum $1,500.00 for artifact care and programming. The total gift each year equals $6,000.

DISCUSSION

Since the opening of the Ruth and Charles Gilb Historical Museum, the Arcadia Historical Society has been making gifts of $1,500.00 each quarter to the Museum for artifact care and Museum programming. The Historical Society owns the artifacts that established the opening day collection. Artifacts that are housed at the Museum, beginning in 2001, are the property of the Arcadia Historical Museum. These funds are used to protect and preserve those artifacts. The funding is also designated to help in providing historical programming in the Museum.

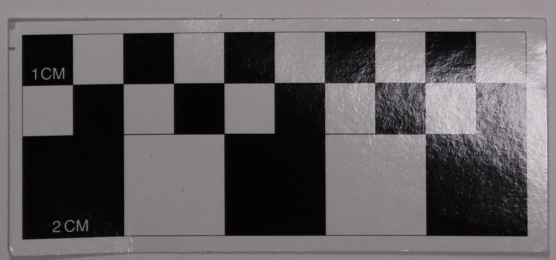
FISCAL IMPACT

There is no impact to the City's budget. The funds are expended in accordance with direction from the Arcadia Historical Society.

RECOMMENDATION

Accept quarterly gifts from the Arcadia Historical Society in the amount of $1,500.00.

APPROVED: Donald Penman
Donald Penman, City Manager



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
July - August 2010
Prepared by Dana Dunn, Curator

- **Visitors**

Total June 2010:	**475**
Total July 2010:	**299**
August 1 - 14:	**135**

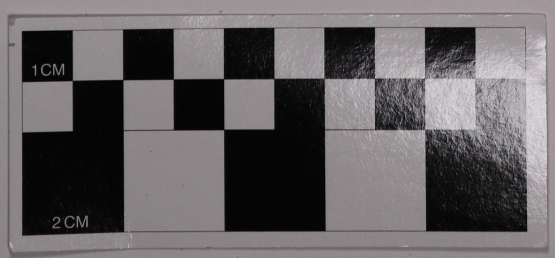
- **Exhibits**

Treasures From The Museum Vault
April 17 through September 4
This exhibit took a look at photographs, artwork and postcards from the Museum's collections. Historical background was included on topics such as E.J. Baldwin's first race track, the San Gabriel Mission, Queen Anne Cottage, W. Parker Lyon's Pony Express Museum and the movement of Arcadia's City Hall to different venues over the years.

Arcadia Historical Society Presents: 2010 Annual Creative Expression Contest and Exhibition
July 17 through August 14
Opening Reception: July 24, 12:00 p.m.
The Arcadia Historical Society, established in 1954, has been a catalyst for the continued preservation and education of Arcadia's history. This second annual contest and exhibition is conducted in collaboration with the Ruth and Charles Gilb Arcadia Historical Museum. The exhibit features Arcadia school children and displays their art, creative writing, poetry, photography and performance talents. The theme for this exhibition is *History Lives Here.* Through this exhibit, visitors experience the art of Arcadia's children in celebration of Arcadia's history through a child's eyes.

The Brush Painting and Calligraphy of Master Ali Tam, Joseph S. Hwang and Hsi-Ping Lee
August 28 through October 16
Opening Reception: August 28, 1:00 p.m.
Visit the Museum for this refreshing exhibit featuring the local talents of Master Ali Tam, Joseph S. Hwang and Hsi-Ping Lee. These local Arcadia artists are world-renown in the arts of brush painting and calligraphy and have put together this collection of new artwork specially created for this exhibit. The Museum is proud to present these truly magnificent pieces of art.

Famous Arcadians: Part II
Curator Dana Dunn created, researched and installed a new exhibit in the display case at the City Council Chambers at City Hall titled *Famous Arcadians: Part II.* This exhibit features seventeen past/current Arcadians of note.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chair pro tempore Ruth Gilb at 5:00 p.m. on July 7, 2010.

Pledge to the Flag: Lee Segal led the Pledge.

Election of Officers and appointment of Liaison:

Chairperson: It was MSC to elect Ruth Gilb as Chairperson. **M-11-2010**

Chair pro tempore/Member of Deaccession Committee: It was MSC to elect Marsha Burkhalter as Chair pro tempore and Member of the Deaccession Committee. **M-12-2010**

Liaison to Arcadia Historical Society: It was MSC to elect Ruth Gilb as Liaison to the Arcadia Historical Society. **M-13-2010**

Roll Call: Present: Marsha Burkhalter; Ruth Dunlop; Ruth Gilb; Lee Segal; Alice Wang; Victor Wu; Mickey Segal (City Council Liaison); Carolyn Garner-Reagan (Director of Library and Museum Services); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

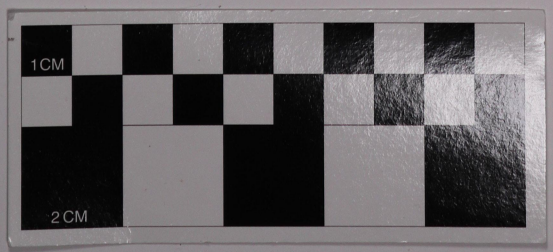
It was MSC to excuse Vince Foley from the meeting. **M-14-2010**

Time reserved for those in the audience who wish to address the Historical Commission: There were no members of the public in attendance.

Matters from Council Liaison: Council Liaison Mickey Segal updated Commission members about City matters. The Council has approved the City's 2010-2011 General Fund budget. In the next three to six months City Council will be directing staff to prepare a long term fiscal plan to address shortfalls. There are matters with labor negotiations that need to be resolved in the following weeks. Council members are currently reviewing a development project for a Campus Commons Senior Housing Project, which would be located east of Arcadia High School's baseball field. The Project would help those seniors who meet low and very low income requirements. There were no updates about Developer Rick Caruso's Shops at Santa Anita to be made. Magna International (MI) Developments has agreed to allow Oak Tree Racing Association to continue racing at Santa Anita Park for another year.

Matters from Historical Museum Commission Members: Introductions were made by new Commission members: Mrs. Dunlop, Mrs. Segal, and Mr. Wu.

Ruth Gilb commended Education Coordinator Lindsey Sun for all her efforts pertaining to educational programs and events and asked if there was anything she would to share. Ms. Sun provided information about the next *Hands on History* program; "Back to School Blast." The program involves looking at school cultural history around the world with activities such as a bento box making demonstration and making schultutes. Discussion ensued over Mrs. Gilb's suggestion about Community Center volunteers collecting money personally to help visitors who came in asking for free drinks or food. Mr. Segal did not think it was necessary to get City Council approval but did suggest notifying Director of Recreation & Community Services Sara Somogyi about this matter. Mrs. Segal suggested sending them to the Arcadia Welfare and Thrift store for aid.



City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Carolyn Garner-Reagan
Director of Library and Museum Services

AGENDA

Arcadia Historical Museum Commission

July 7, 2010
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

In compliance with the Americans with Disabilities Act, if you need disability related special assistance to participate in an Arcadia Historical Museum Commission meeting, please contact the Museum at (626) 574-5468 at least three (3) working days before the meeting or time when special services or auxiliary aids are needed. This notification will help City staff in making reasonable arrangements to provide you with access to and participation in the meeting.

1. **Pledge to the Flag**

2. **Election of Officers and appointment of Liaison**
   a. Chairperson
   b. Chair pro tempore/Member of Deaccession Committee
   c. Liaison to the Arcadia Historical Society

3. **Roll Call**

4. **Time reserved for those in the audience who wish to address the Historical Museum Commission**

5. **Matters from Council Liaison**

6. **Matters from Historical Museum Commission Members**

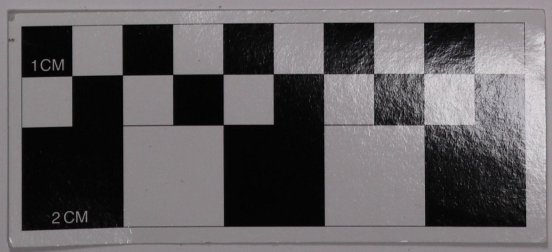
7. **Consent Calendar**
   a. Minutes of the meeting of May 5, 2010

8. **Reports to be discussed and filed**
   a. Staff Report
   b. Historical Society and Friends of the Museum Report
   c. Report on the Museum Education Center

9. **Items for update/discussion/appropriate action**
   a. The Museum's participation in the American Association of Museum's book: *Museum Financial Information 2009*
   b. Two year plan for permanent exhibits
   c. Budget update

9. **Adjourn to Wednesday, September 1, 2010 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



City of Arcadia

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Carolyn Garner-Reagan
Director of Library and Museum Services

AGENDA

Arcadia Historical Museum Commission

May 5, 2010
5:00 p.m.
Conference Room of the
Ruth and Charles Gilb Arcadia Historical Museum

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1. **Pledge to the Flag**

2. **Roll Call**

3. **Time reserved for those in the audience who wish to address the Historical Museum Commission**

4. **Presentation on the proposed City Street Light Assessment District**

5. **Matters from Council Liaison**

6. **Matters from Historical Museum Commission Members**

7. **Discussion about March 31, 2010 meeting**

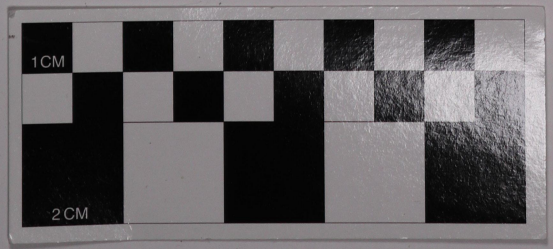
8. **Consent Calendar**
   a. Minutes of the meeting of March 3, 2010
   b. Minutes of the Special Meeting of March 31, 2010

9. **Reports to be discussed and filed**
   a. Staff Report
   b. Historical Society and Friends of the Museum Report
   c. Major Gift Committee Report

10. **Items for update/discussion/appropriate action**
    a. Report on School Tours
    b. Budget Update

10. **Adjourn to Wednesday, July 7, 2010 at 5 p.m. at the Ruth and Charles Gilb Arcadia Historical Museum**

Any writings or documents provided to a majority of the Historical Museum Commission regarding any item on this agenda will be made available for public inspection at the Ruth and Charles Gilb Arcadia Historical Museum located at 380 W. Huntington Drive, Arcadia, California, during normal business hours.



ARCADIA HISTORICAL MUSEUM COMMISSION
MINUTES

The meeting of the Arcadia Historical Museum Commission was convened at the Ruth and Charles Gilb Arcadia Historical Museum and was called to order by Chairperson Margaret Barrows at 5:00 p.m. on May 5, 2010.

Pledge to the Flag: Mrs. Floretta Lauber led the Pledge.

Roll Call: Present: Margaret Barrows; Joseph Feghali; Vincent Foley; Ruth Gilb; Floretta Lauber; Alice Wang; Mickey Segal (City Council Liaison); Don Penman (City Manager); Tom Tait (Public Works Services Director); Carolyn Garner-Reagan (Director of Library and Museum Services); Dana Dunn (Curator); and Lindsey Sun (Education Coordinator).

It was MSC to excuse Marsha Burkhalter from the meeting. **M-8-2010**

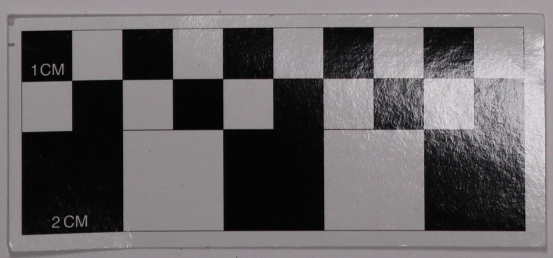
Time reserved for those in the audience who wish to address the Historical Commission: In attendance was Mr. Jim Barrows, who made no comments.

Presentation on the proposed City Street Light Assessment District: City Manager Don Penman and Public Works Services Director Tom Tait presented information about the proposed City Street Light Assessment District and distributed informational flyers. Ballots by mail will be sent to Arcadia residents.

Matters from Council Liaison: An update about the City's budget was provided by the Museum's new Council Liaison Mickey Segal. There is a projected one million dollar deficit expected for the 2009-10 fiscal year. A special meeting at the Arcadia Police Department's Community Room on May 17 at 4 pm is scheduled for department heads to present budget reports to City Council and discuss budget issues. When asked about the severity of the budget shortfall, Mr. Segal stated it was a difference of opinion amongst City Council members over how to balance the budget and utilizing reserves. Ultimately the votes of three City Council members will determine the outcome. Mr. Segal expressed confidence that conditions would improve as revenues from retail and bed taxes increased as economic conditions improved.

Vince Foley asked about the status of Caruso Affiliated's plans to build The Shops at Santa Anita. Mr. Segal described how Magna Entertainment found a bankruptcy resolution by having Santa Anita Park come underneath ownership of Magna International (MI) Development. Recently MI Development has cancelled their contract with Caruso Affiliated. City Council members have sent a letter to MI Development stressing the importance of continuing the project. Developer Rick Caruso is scheduled to meet with MI Development officials to discuss the future of the project.

Matters from Historical Museum Commission Members: Alice Wang commented on her ongoing efforts to bring in more Chinese volunteers to the community. Ruth Gilb thanked Education Coordinator Lindsey Sun for her help on referring Tammi Herron to the Library and expressed her appreciation toward the Library for helping Ms. Herron compile a list of Arcadia Tournament of the Roses Royal Courts from 1961-1996. Compliments were made by Commission members about the memorial held for Rachel Rooney, Curator Dana Dunn's daughter. Plants in memory of Ms. Rooney were presented to Ms. Dunn from Mrs. Barrows.



STAFF REPORT

Library and Museum Services Department

Ruth and Charles Gilb Arcadia Historical Museum
Staff Report
May - June 2010
Prepared by Dana Dunn, Curator

- **Visitors**

Total May 2010:	**184**
June 1 - 19:	**387**

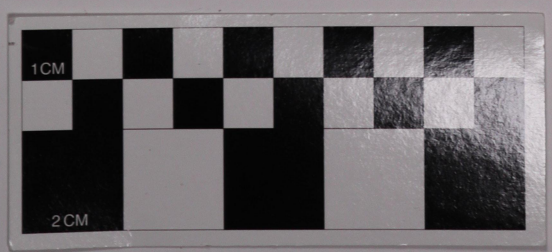
- **Exhibits**

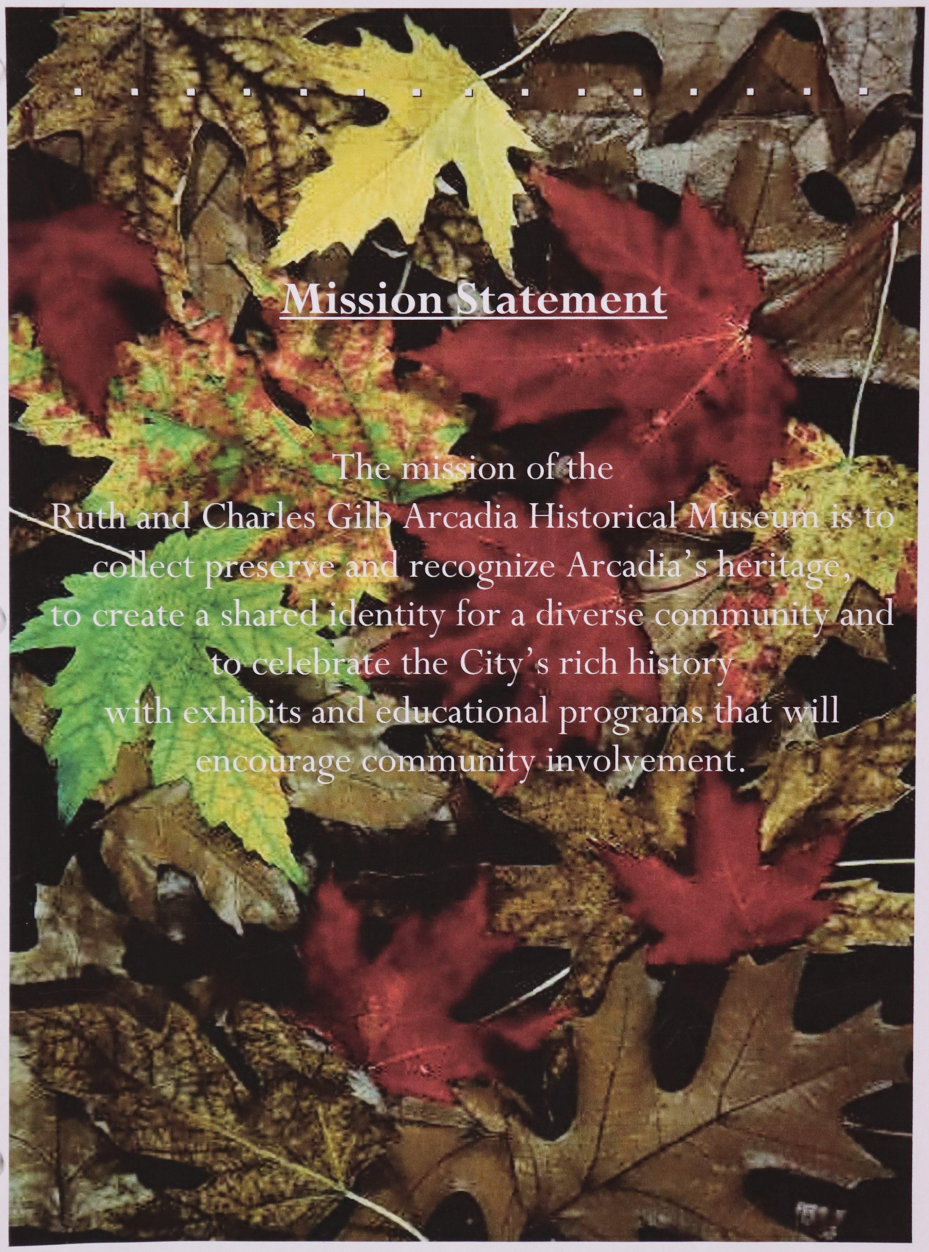
Treasures From The Museum Vault
April 17 through September 4
This exhibit took a look at photographs, artwork and postcards from the Museum's collections. Historical background was included on topics such as E.J. Baldwin's first race track, the San Gabriel Mission, the Queen Anne Cottage, W. Parker Lyon's Pony Express Museum and the movement of Arcadia's City Hall to different venues over the years.

Our Favorite Teachers: 6th Annual Arcadia High School Honors History Student Exhibition:
June 4 through July 3
Opening Reception: June 4, 3:00 p.m.
Students joined us, once again, for Arcadia High School teacher Oliver Beckwith's 6th annual exhibition with the participation of his history honors students. This year the exhibit presented student research from oral interviews with the student's favorite teachers. Arcadia is proud of its heritage, which affirms and appreciates its exceptional educators! The reception was attended by 168 students, parents and teachers.

Ageless Beauty:
Seniors from art classes at the Arcadia Community Center came to the Museum for a preparatory Curator talk and tour. They have named their art group, "Ageless Beauty," and will be exhibiting their artwork for the first time in the Museum in 2011. The participants are very excited and will be working on their artistry for this exhibit all year. Ms. Dunn took them on an informatory tour of the exhibit spaces to teach the new exhibitors some rules, ethics, standards and methods of hanging their artwork in a public gallery. The Museum is looking forward to working with this group of senior artists.

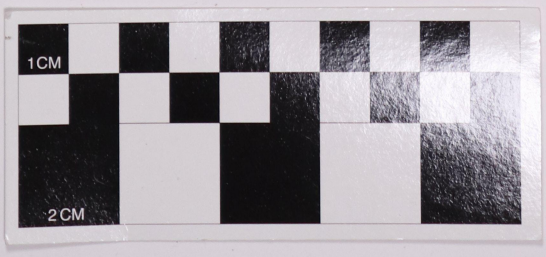
Ms. Dunn met with a representative from Garner-Holt Productions about building a life-like figure of Anita Baldwin for the upcoming new permanent exhibit on Anita and Anoakia. The Curator will procure two more estimates from other companies and will then make the decision on which company to hire.





Mission Statement

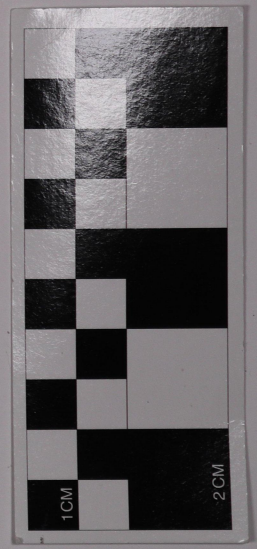
The mission of the
Ruth and Charles Gilb Arcadia Historical Museum is to
collect preserve and recognize Arcadia's heritage,
to create a shared identity for a diverse community and
to celebrate the City's rich history
with exhibits and educational programs that will
encourage community involvement.



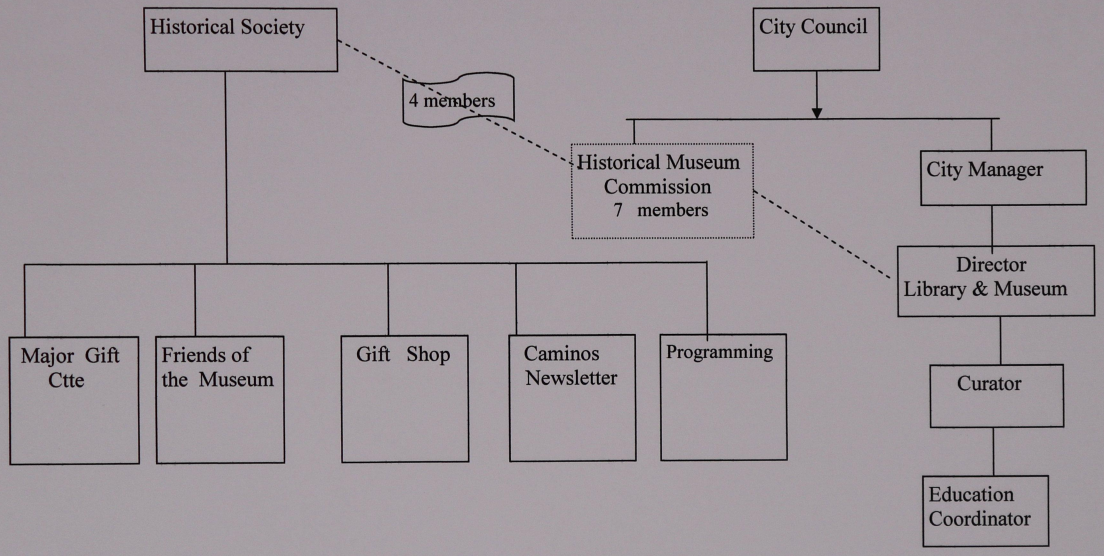
Duties of Collaborating Entities:

Arcadia Historical Commission	*Arcadia Historical Society*	*City of Arcadia*	*Curator*
Develop a vision and mission statement.	Retain ownership of current collection of artifacts	Pay for and provide for all interior and exterior maintenance, and for all utility and insurance expenses.	Hired by City with City-paid insurance benefits.
Identify goals.	Utilize fundraising dollars for adding to collection, restoring artifacts, promoting services and enhancing access.	Provide staff support to the Commission to: • Conduct meetings • Process all correspondence • Provide marketing assistance. • Coordinate Library, Society and possibly Arboretum collections.	Will provide expertise and guidance on exhibit display, collection storage and artifact restoration.
Create collection policies.	Office space in the building and use of the building for programs.	Pay for and coordinate transfer and restoration of Hugo Reid statue.	Coordinate volunteer and docent programs.
Serve as Collections Committee.	Will be docents for tours, coordinate restoration efforts, exhibit displays and provide programs.	Archival/computer connection with Library.	Liaison to other Museums and historical organizations.
Review acquisitions and deaccessions		Work with Commission/Society to: •Create a business plan. •Create a collection policy.	

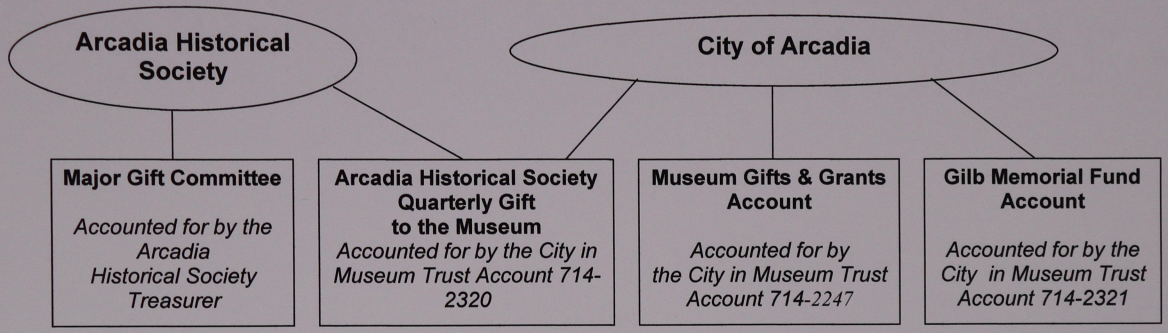
Adopted 2001



MUSEUM ORGANIZATION 12/18/2008



Ruth & Charles Gilb
Arcadia Historical Museum
Chart of Special Funds



September 2009

STAFF REPORT

Arcadia Public Library

May 6, 2003

TO: Mayor and City Council

FROM: Janet Sporleder, Director of Library and Museum Services

SUBJECT: **Agreements between the Arcadia Historical Society and the City of Arcadia**
Recommendation: Terminate the Lease Agreement of 1999 and approve the new Agreement

Summary: The original Arcadia Historical Museum was operated by volunteers from the Arcadia Historical Society, with expenses paid by donations from the community. When the City Council approved the construction of the new Ruth and Charles Gilb Arcadia Historical Museum, a Lease Agreement was signed by the City of Arcadia and the Arcadia Historical Society that clearly delineated the responsibilities of each agency: the City would own the building; the Society would lease it, furnish it and manage it. Subsequently, after the volunteer curator resigned, the City Council allocated funds to hire staff for the Museum and the Director of Library and Museum Services was asked to manage the Museum. The Agreement signed in 1999 is no longer applicable and needs to be terminated. The new agreement delineates the new role of the Arcadia Historical Society in relation to the Museum.

Discussion: The Arcadia Historical Society managed a small museum from 1986 to 1999 with the assistance of dedicated volunteers. When plans were developed to build the new Ruth and Charles Gilb Arcadia Historical Museum, the City and the Society entered into an agreement: the City would own and maintain the building, the Society would lease the building from the City and they would manage the Museum. When volunteer curator Carol Libby announced her retirement, the City agreed to fund a staff position. The management of the Museum was assigned to the Director of Library and Museum Services and a professional Curator was hired.

The Historical Society Lease Agreement, signed on April 2, 1999, is no longer applicable and needs to be terminated. The new, attached agreement between the City and the Society indicates the Society does own historical artifacts that it agrees to provide to the Museum for display. A fine arts insurance policy will be purchased to cover the artifacts against risk at the Museum, at any other location and in transit. The cost for the

City of Arcadia

Ruth and Charles Gilb Arcadia Historical Museum

Marny Hackley
Curator

[illegible] Huntington Drive
[illegible]ce Box 60021
Arcadia, CA 91006-6021
(626) 574-5440
(626) 821-9057 Fax
mhackley@ci.arcadia.ca.us

John Wuo, President
Arcadia Historical Society

Re: Agreement between the Arcadia Historical Society and the City of Arcadia

Dear Mr. Wuo:

The City of Arcadia would like to confirm certain provisions related to the Arcadia Historical Society's contribution to the operation of the Ruth and Charles Gilb Arcadia Historical Museum.

The Use Agreement of 1999 between the City of Arcadia and the Arcadia Historical Society, which was developed and agreed to prior to the decision to have the City staff manage the Museum, is no longer applicable and is hereby terminated.

The Society does own historical artifacts that it agrees to provide to the Museum for display. A fine arts insurance policy will be purchased to cover the artifacts against risk at the Museum, at any other location and in transit. The cost for the insurance will be shared equally between the City of Arcadia and the Arcadia Historical Society.

The terms of this letter of agreement shall commence upon execution and return of a signed copy to the City. It may be terminated by either party upon submission of notice of termination 30 days before the effective date of termination.

Please sign and return one copy of this letter to the City Manager of the City of Arcadia, thereby signifying the Society's approval of this agreement.

Mayor of the City of Arcadia

Date 6/2/03

President, Arcadia Historical Society

Date 4-2-03

Attest:

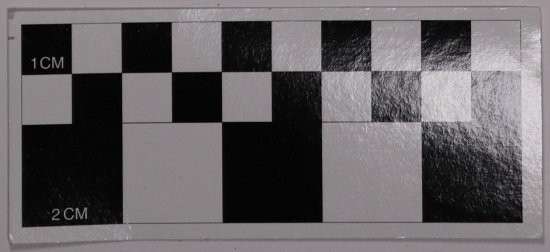
City Clerk of the City of Arcadia

Date 6-2-03

Approved as to form:

Stephen P. Deitsch
City Attorney

Date 5/27/03



Arcadia Historical Society
Board Meeting
AGENDA
August 17, 2010

Call To Order:

Roll Call

Carol Libby	Don Swenson	Phil Espanto
Scott Hettrick	Sandy Snider	Gene Glasco
Beverly Street	Gil Stromsoe	Sho Tay

Welcome Visitors, Guests, and Non-Voting Members

1.) Approval of July Meeting Minutes

2.) Treasurer's Report: Don Swenson

3.) Correspondence: Bev Street

4.) Museum Report: Dana Dunn

5.) Programs: 1st Vice President

6.) Report from Historical Markers Chairman-- Scott Hettrick re. (F.A. Middle School)

7.) Membership Report: Gene Glasco

8.) Old Business:

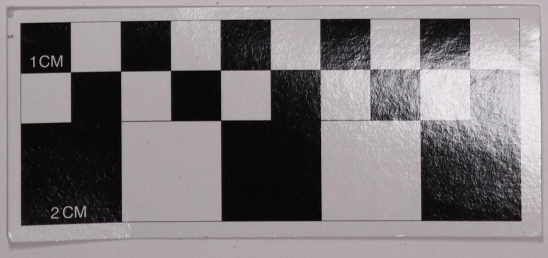
- Still Need 2nd V.P. (Membership) and Member at Large
- -Up/Down vote to provide food at Society's expense for Brown Bag lunch program
- Discussion and vote to stay or rescind quarterly funding of $1,500.00 to Museum for "wish list" items.

9.) New Business:

A. **LIGHTS AND SIREN** Cross Promotion of Historical Society New Membership Drive with Maintenance Fund Donations for Arcadia Police Department's vintage 1959 FORD Galaxy patrol vehicle. Lot's of possibilities !
B. Extra volunteers needed for Society snack table at Stan Chamber's Farewell and Marine Band Concert Sat. August 28 4:00 to 7:00 pm.
C. Discussion and vote to amend the definition of Arcadia Historical Society's Mission Statement as it applies to Museum affiliation and concordant responsibilities to and for the Museum's interests.
D. Quarterly Caminos Newsletter SUMMER?- FALL, WINTER. Volunteers?

Announcements

Adjourn to Tuesday, September 14, 2010 at 11:00 AM



ARCADIA HISTORICAL MUSEUM FOUNDATION
OCTOBER 19, 2010

Floretta Lauber	President
Lee Segal	Treasurer
Sho Tay	Secretary
Ruth Gilb	Director
Bill Gleason	Director

A.
The meeting was called to order

The meeting opened at 9:00 AM at the Arcadia Historical Museum by Floretta Lauber.

Roll Call -
Those present were: Lee Segal, Floretta Lauber, Ruth Gilb, Dana Dunn and Sho Tay.
Not present, but excused, was Bill Gleason.

Minutes from October 7, 2010 was accepted but amended to read "The officers can hold their job for 2 years."

B.
Information to open Bank account was obtained by Lee Segal from Citizen Bank. Sho Tay will work with Lee Segal to open a bank account for the Arcadia Historical Museum Foundation.

Sho Tay will register the domain name for the Arcadia Historical Museum Foundation.

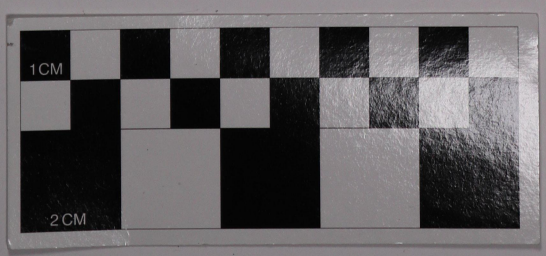
Ruth and Charlie Gilb Arcadia Historical Museum's 10 year Anniversary Dinner celebration is set for Sunday Oct 9, 2011, 4 to 8 PM

Water Bill Statement advertisement space is available now but we will wait until we have obtained the majority of funding before we insert the announcement in the water bill.

Our next meeting will take place on Wednesday November 10th at 9AM at the Arcadia Historical Museum. 380 Duarte Rd.

The meeting was adjourned at 11:00 AM by Floretta Lauber. 1514-EG

Respectfully submitted by Sho Tay



ARCADIA HISTORICAL MUSEUM FOUNDATION
OCTOBER 7, 2010

The meeting was called to order at the Arcadia Historical Museum at 9:00 AM by Floretta Lauber. Those present were: Lee Segal, Floretta Lauber, Ruth Gilb, Dana Dunn, Sue Yen Leo Pelletier, and Sho Tay. Not present, but excused, was Bill Gleason.

Sue Yen, our legal advisor, reported that our Museum Foundation has been officially established. We can immediately begin taking donations. We now need to adopt By-Laws. We must specify how many officers and who will do what job. The officers can hold their job for 1 or 2 years. When we submit the non-profit application again, the IRS has 90 days to confirm our status. It is retroactive to July 29th. We now need to open a bank account.

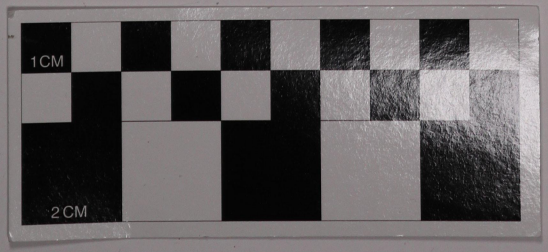
5 directors and 3 officers were elected; a chairman – Floretta Lauber, secretary – Sho Tay, and a treasurer – Lee Segal. Sue Yen Leo Pelletier will be our Legal Advisor. Dana Dunn will be our museum liaison, and Ruth Gilb and Bill Gleason will be the 2 other directors. With board approval, 2 check signers were elected: Floretta Lauber and Lee Segal. Also voted on: checks under $100 do not need board approval. Anything over $100 needs board approval. Three board members present indicate a majority vote.

Our year end will be June 30, 2011. With Sue Yen's help, we went over the entire application for non-profit status. Floretta will open a P.O. Box; Lee Segal will enquire about setting up a bank account; and Sho Tay will begin the process to establish a Web Page and stationary selection. Our minutes for the August 4, 2010 meeting were approved and voted on.

Our next meeting will take place on Tuesday October 19th at 9AM at the Arcadia Historical Museum.

The meeting was adjourned at 11:00 AM by Floretta Lauber.

Respectfully submitted by Lee Segal.



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Folders
Junk
Drafts (2)
Sent
Deleted (22)
New folder

Quick views
Flagged
Photos
Office docs
Shipping updates

Messenger
Sign in to Messenger

Home
Contacts
Calendar

Important meeting for Historic Museum Foundation committee

Back to messa

socialwhirl@verizon.net
To ddunn@ci.arcadia.ca.us, wgle444444@altrionet.com, leesegal316@msn...

Dear Committee Members,
There will be an Important Meeting at the museum next week on Thursday 7th 9:C
attorney, Sue Yen Leo Pelletier, will be meeting with us.
We are on schedule. The request for a Foundation has been accepted.We now need to elect three officers . Chair, Secretary and Treasurer.There is considerable p involved, which our attorney , will be doing for us.
We will be looking at stationary samples, as we need to purchase some.
We can now really get to work and plan our next action .
After three years, we only have 90 more days,until completion!
Please make every effort to attend.
Floretta Lauber. Chair
RSVP

New | Reply Reply all Forward | Delete Junk Sweep ▾ Mark as ▾ Move to ▾ |

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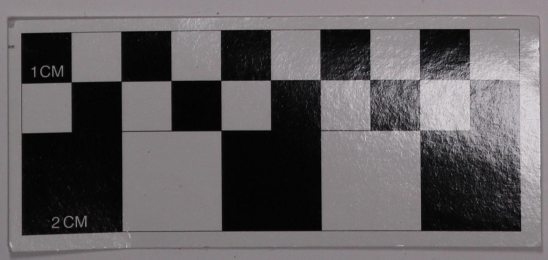
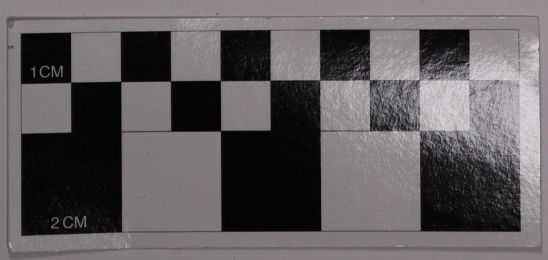


Dana Dunn

From: socialwhirl@verizon.net
Sent: Tuesday, September 28, 2010 10:43 AM
To: Dana Dunn; wgle444444@altrionet.com; leesegal316@msn.com; shotay@arcadiacity.com
Subject: Important meeting for Historic Museum Foundation committee

Dear Committee Members,
There will be an Important Meeting at the museum next week on Thursday 7th 9:00am.Our attorney, Sue Yen Leo Pelletier, will be meeting with us.
We are on schedule. The request for a Foundation has been accepted.We now need to elect three officers . Chair, Secretary and Treasurer.There is considerable paperwork involved, which our attorney , will be doing for us.
We will be looking at stationary samples, as we need to purchase some.
We can now really get to work and plan our next action .
After three years, we only have 90 more days,until completion!
Please make every effort to attend.
Floretta Lauber. Chair
RSVP

9/28/2010



ARCADIA HISTORICAL MUSEUM FOUNDATION
AUGUST 4, 2010

The meeting was called to order at the Arcadia Historical Museum at 9:00 AM, by Floretta Lauber. Those present were: Lee Segal, Floretta Lauber, Bill Gleason, Ruth Gilb, Dana Dunn, and Sue Yen.

The minutes of the July 6th meeting were approved.

Floretta introduced Sue Yen, a lawyer, to help us file for foundation papers. She will work pro bono. She will file the necessary papers for us. She stated that it will take approximately 90 days for the state to respond. After the state approves the application, we will have established a 501c(3), a tax deductible entity, to raise money for the museum.

Gil Stromsoe recommended that we look at other possibilities other than a foundation, but we all decided to stay with the formation of a foundation.

We were told that we need 2 check signers. We need to work on getting stationary for the foundation with our mission statement and board members listed. We will use the stationary for writing thank you letters for donations. Lee Segal will get samples of stationary and different letter samples for us to choose from.

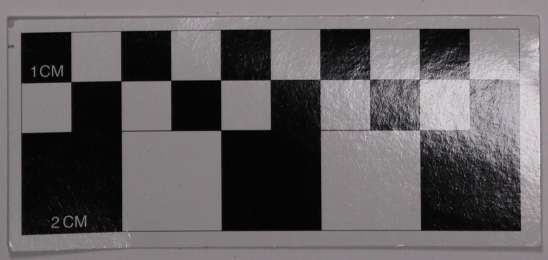
The fee for the articles of incorporation is approximately $850.00.

We discussed other aspects of forming the foundation, including getting public support from the entire community.

Our next meeting will take place after Sue Yen receives the application back from the state.

The meeting was adjourned at 10:00 by Floretta Lauber.

Respectfully submitted by Lee Segal. .



Arcadia
HISTORIC MUSEUM FOUNDATION

To: Arcadia Historic Society Board

Dear Gene:

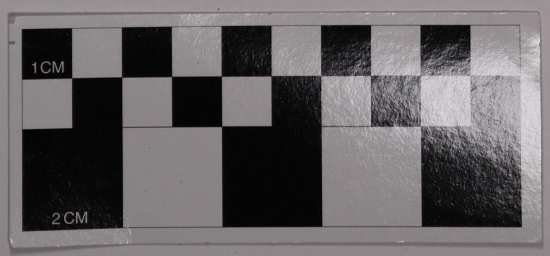
It is our pleasure to inform you that the Arcadia Historic Museum Foundation is now an independent entity with its own tax exempt number (501(c)3). We will be working diligently to seek donations and work towards the building and completion of the educational center for the Museum.

We look forward to your support and the support of the community; we welcome any members interested in joining us.

Best wishes to you and the society.

Sincerely Yours,

Floretta Lauber, President



verizon

Print

Subject **RE: Nonprofit corporation**
From: **Lynn Ly <lynn.ly@sylcpa.com>**
Sent: **Jul 20, 2010 01:36:48 PM**
To: **socialwhirl@verizon.net**

Dear Ms. Lauber:

Please find enclosed draft for the nonprofit article, please provide the information on item II(B) of the Article, also please verify the name and address on the form.

Should you have any questions, please let me know.

Best regards,

Lynn Ly

Sue Yen Leo, CPA

An Accountancy Corporation

1661 Hanover Road, Suite 211

City of Industry, CA 91748

Tel: (626) 839-2400 Ext. 107

Fax: (626) 839-2550

****

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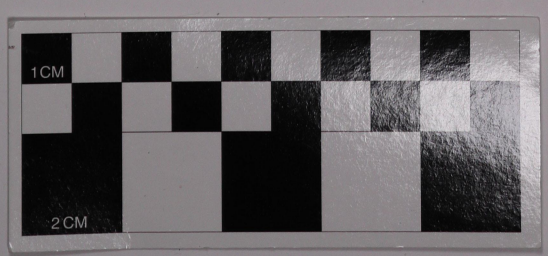


ARTICLES OF INCORPORATION

I

The name of this corporation is: **Arcadia Historical Museum Foundation**

II

A. This corporation is a NONPROFIT PUBLIC BENEFIT CORPORATION and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law exclusively for public and charitable purposes.

B. The specific purpose of this corporation is

III

The name and address in the State of California of this corporation's initial agent for service of process is:

Foretta Lauber
1225 Oaklawn Road
Arcadia, CA 91006

IV

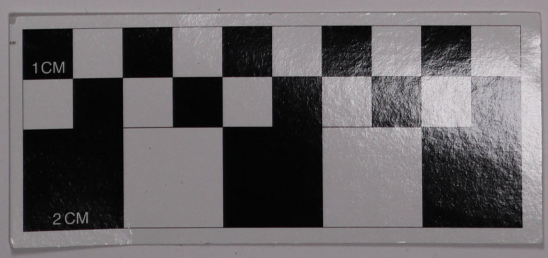
A. This corporation is organized and operated exclusively for charitable purposed within the meaning of Internal Revenue Code section 501(c)(3).

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision of the payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)(3).

_____
Foretta Lauber, Incorporator



MAJOR GIFTS COMMITTEE
JULY 6TH, 2010

The meeting was called to order by Floretta Lauber at 9:00 AM at the Arcadia Historical Museum. Those present were Floretta Lauber, Lee Segal, Dana Dunn, Bill Gleason, Sho Tay and Ruth Gilb.

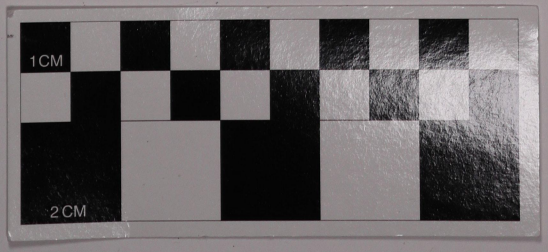
The members of the Major Gifts Committee resigned and formed a new separate group to raise funds for the building of the Education Center. Further action was taken to form a Foundation for the museum. The purpose of this foundation is to raise funds for the Arcadia Historical Museum. The first goal of this foundation is to raise $200,000.00. This amount will enable the Foundation to go public with plans for the Education Center and promote it at a kick off party for the 10th Anniversary of the Museum.

Sho Tay and Floretta will meet with Jim Helms to see if he will assist in the legal issues of forming a foundation pro bono.

Bill Gleason will meet with Gil Stromsoe regarding the 501c(3) tax exempt status. Ruth Gilb will inquire about the money used to purchase the leaves on the museum oak tree and where that money is going. Lee Segal will work on the formation of standing rules and calling to secure possible donations. Ruth Gilb will make reservations for the Museum's 10 year Anniversary Party and Kick Off at the Community Center. Floretta will send an email to the president of the Arcadia Historical Society, Gene Glasco, advising him of our actions and to invite members of the Society to be part of our committee if they choose to.

The next meeting will be Wednesday, August 4th at 9:AM at the Arcadia Historical Museum.

Respectfully submitted by Lee Segal.



verizon

Print

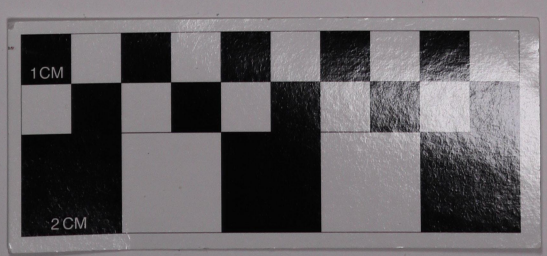
Subject **progress to date Re; committee to support the museum**
From: **<socialwhirl@verizon.net>**
Sent: **Jul 25, 2010 03:57:00 PM**
To: **ddunn@ci.arcadia.ca.us, wgle444444@altrionet.com, leesegal316@msn.com, shotay@arcadiacity.com** RUTH GILB (NO E-MAIL)

Dear Committee,
Our first step, is to state our purpose for our application for articles of incorporation,
After consulting with Jim Helms, Mickey Segal [via e-mail] and our attorney Ms. Sue-Yen Leo Pelletier,The recommendation is to keep it simple and broad, for this step.
The recommendation is the last portion of Mr.Segals suggestion.

[To raise funds to benefit the goals and mission of the Arcadia Historical Museum]

If there are no objections, I will e-mail this information to the attorneys office Monday
.
PLEASE REMEMBER OUR IMPORTANT MEETING WEDNESDAY AUGUST 4th
AT 9:00AM OUR ATTORNEY, WHO IS DOING THIS FOR US PRO BONO,
WILL BE THERE TO ANSWER QUESTIONS AND WALK US THRU THE PROCESS.
IFYOU HAVE ANY QUESTIONS CALL ME AT 355-6945.
Floretta Lauber, Chair

Ruth
Read this To you over the phone Sunday 25th
Floretta.
You said O.K.



Carolyn Garner-Reagan

From: Carolyn Garner-Reagan

Sent: Friday, September 03, 2010 8:59 AM

To: 'Gene.glasco@gmail.com'; 'Gene Glasco'; 'archistsoc@att.net'

Cc: 'msegal@nksf.com'; Don Penman; Dana Dunn; Lindsey Sun; Alice Wang; Lee Segal; Marsha Burkhalter; Victor Wu; Vince Foley

Subject: Brown Bags

Good morning Gene – late yesterday afternoon, Don Swenson came to see me about the possibility of serving pizza at the September Brown Bag. At that time, I informed him about the motion that the Historical Museum Commission passed at their meeting on Wednesday, September 1:

It was MSC to recommend to the Arcadia Historical Society that the Brown Bag Lunch Talks remain "brown bags", encouraging people to bring their own lunches; recommend that money already provided to the Museum from the Society's quarterly gifts be used only for more substantial purposes; and suggesting that the Society consider serving only light refreshments such as dessert instead of lunch.

When the Commission discussed the question of serving pizza, it was my understanding that the Society's request was to use the Historical Society Trust Fund account, and as you can see from the above wording, they recommended against using these funds.

It was then that Don told me that you and he were planning to use your own personal funds, with you providing the pizza, and Don providing the sodas. While I appreciate the generosity this most certainly represents (we were spending about $150 on pizza, sodas and paper goods in June of 2009 when we last paid for pizza), I told Don that I did not want pizza served until I had a chance to discuss this further with the Commission at their November 3 meeting. I believe it is important that they have the opportunity to discuss this, which I hope you and your own Society Board can appreciate.

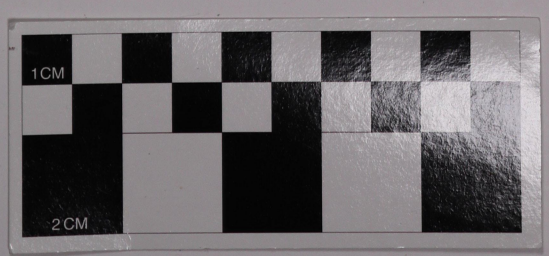
As you can see from the motion, if you and Don want to serve *"light refreshments such as dessert instead of lunch"* before I have the chance to revisit this with the Commission, please feel free to go ahead.

Don did express his opinion that he thought the Brown Bags were better attended when there was pizza. I told him that I had just looked over the attendance numbers for the last 2.5 years and while it is true that there was some drop in numbers without the pizza, the more important factors affecting attendance seemed to be the speaker and topic, as well as the weather since we meet outside. I know many of the longtime attendees of the Brown Bags have remarked on those individuals who clearly only attended for the pizza – and who would go away if all the pizza were gone! I believe that the original purpose of serving pizza, to attract an audience and build attendance was achieved long ago and this regular Museum program is a continuing success story for the Museum and Lindsey, in particular, who works hard to bring in a variety of excellent speakers.

Since I do not have e-mails for your Board, will you please forward this message to all of them? I will be able to attend your September 28 Board meeting and will be happy to discuss this matter further.

As always, please know that we are very appreciative of the support of the Society for the Museum.

9/3/2010



Carolyn Garner-Reagan

From: Carolyn Garner-Reagan
Sent: Monday, September 27, 2010 5:50 PM
To: Alice Wang; Lee Segal; Marsha Burkhalter; Victor Wu; Vince Foley
Cc: Don Penman
Subject: Important Personnel News

Dear Historical Museum Commission,

At a special meeting of the Library Board of Trustees this afternoon, I announced my retirement effective December 31, 2010. However, because of the number of important items pending at both the Library and Museum, not the least of which will be the budget for 2011-2012, I will be extending my service to the Library and Museum during the balance of the fiscal year. City Manager Don Penman has approved my working under the PERS 960* plan part-time from January to June 2011 to ensure a smooth transition.

At this time, the Board and has not made any decision about my successor.

This has been a difficult decision for me because I truly enjoy working with each of you and love my job. However, as many of you know, my husband's back problems have been severe and his mobility has been impacted, meaning that he needs more and more of my assistance. I am finding it increasingly hard to juggle work and home and this arrangement will make it a little easier for me to flex my schedule as needed.

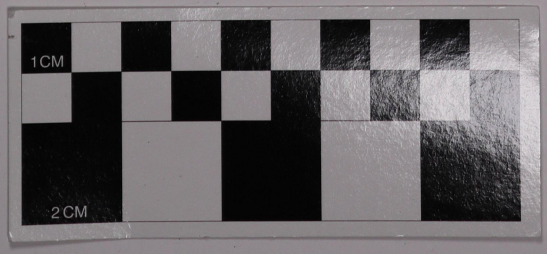
I look forward to your continuing support as we make this transition and change.

Sincerely,
Carolyn

*PERS retirees can work for a PERS agency up to 960 hours (basically fulltime for 6 months) in a fiscal year.

Carolyn L. Garner-Reagan
Director of Library and Museum Services
Arcadia Public Library
20 W. Duarte Rd.
Arcadia, CA 91006
cgarner-reagan@ci.arcadia.ca.us
(626) 821-5572 FAX (626) 447-8050
http://library.ci.arcadia.ca.us

9/27/2010



Dana Dunn

From: G. Glasco [archistsoc@att.net]
Sent: Friday, September 03, 2010 5:28 PM
To: Gene.glasco@gmail.com; Carolyn Garner-Reagan
Cc: msegal@nksf.com; Don Penman; Dana Dunn; Lindsey Sun; Alice Wang; Lee Segal; Marsha Burkhalter; Victor Wu; Vince Foley
Subject: "Brown Bag" Lunch Hour Speaking Events

Greetings Carolyn--

We were hopeful concerns relative to the Arcadia Historical Society's assiduous commitment to provide Society funded subsidy and manpower to the provision of "pizza", beverage, (and disposables) had been equitably resolved.

Many thanks for providing such a thorough compendium of detail relative to (the) analysis and rationale in the Museum Commission's recent decision to disallow the Historical Society's offer to compliment "Brown Bag" speaker events with beverage and light snack. Their decision to do so is curiously disappointing; especially since cost, coordination, and logistics was pledged to be solely under the Historical Society's oversight and purview. Notwithstanding, the Museum Commission's grant of approval for allowing a dessert item is much appreciated-- and possibly an acceptable compromise that our Board will probably want to place on Agenda for future determination.

I may be mistaken, but I recollect a meeting a few months ago held at the Museum between a congregation of Staff, Museum Commission, and Arcadia Historical Society board members wherein an agreement was reached to allow the historical society to provide "pizza" as long as the Society paid for and assumed all responsibility in coordination and set up. Having not seen them, perhaps the Minutes of that particular meeting will provide more explication.

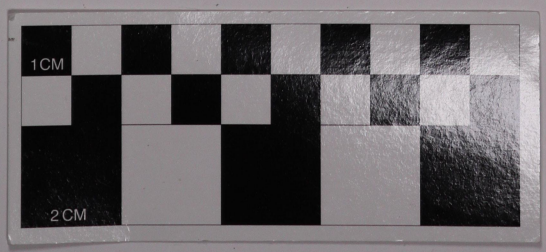
As requested, I have forwarded your e-mail to all Arcadia Historical Society Board members, and am indulging their good council in helping us make the right decisions that are, with sincere hopes, propitiously acceptable to one and all.

With warm regards and appreciation for all that you, do I remain...

Sincerely,
Gene Glasco
President
Arcadia Historical Society

--- On **Fri, 9/3/10, Carolyn Garner-Reagan** <***Cgarner-Reagan@ci.arcadia.ca.us***> wrote:

> From: Carolyn Garner-Reagan <Cgarner-Reagan@ci.arcadia.ca.us>
> Subject: Brown Bags
> To: Gene.glasco@gmail.com, "Gene Glasco" <geneglasco@sbcglobal.net>, archistsoc@att.net
> Cc: msegal@nksf.com, "Don Penman" <DPENMAN@ci.arcadia.ca.us>, "Dana Dunn"
> 9/4/2010



2nd Wednesday
9:00 am
Dec 8th —
9:00

MUSEUM FOUNDATION NOV.10th MEETING
AGENDA

✓ CALL TO ORDER

✓ WELCOME BILL GLEASON BACK

✓ MINUTES SHO TAY

REPORT ON P.O. BOX----LETTER TO SOCIETY---CITY CALENDAR

BANKS--SHO AND LEE

SIGNATURES OF ALL DIRECTORS Seconded Sho Tay seconded

DISCUSSION AND APPROVAL OF BY-LAWS

ANY QUESTIONS ON EXCEMPTION APPLICATION

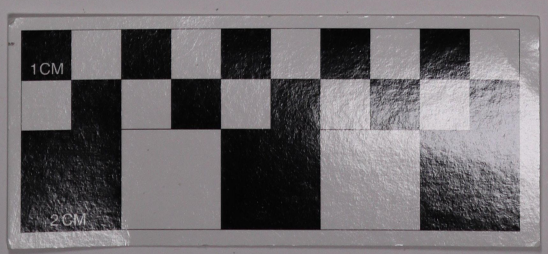
HOW SHOULD WE LET PUBLIC KNOW WE EX SIT?

NEED $1000.000 MORE BEFORE WE CAN GO PUBLIC FOR DONATIONS!

APPRECIATE ACKNOWLEDGEMENT OF MEETINGS

ANY OTHER BUSINESS?

ADJORNED



ARCADIA HISTORICAL MUSEUM FOUNDATION
November 10, 2010

Floretta Lauber	President
Lee Segal	Treasurer
Sho Tay	Secretary
Ruth Gilb	Director
Bill Gleason	Director

A.
The meeting was called to order

The meeting opened at 9:00 AM at the Arcadia Historical Museum by Floretta Lauber.

Roll Call -
Those present were: Lee Segal, Floretta Lauber, Ruth Gilb, Bill Gleason, Dana Dunn and Sho Tay.

Minutes from October 19, 2010 were accepted as read.

B.
Floretta Lauber secures a Mailing box as mailing address for the Foundation at P. O. Box 661514, Arcadia, Ca 91066. Lee Segal and Floretta Lauber each will have the key to the Mail Box.

City Council was notified regarding the museum's 10th annual celebration.

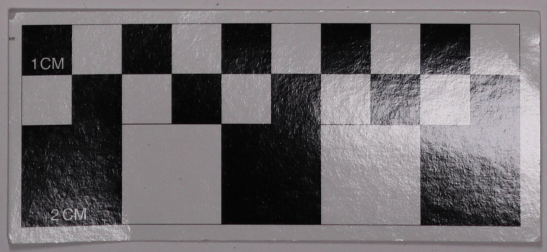
Motion was made by Lee Segal and Second by Bill Gleason to use HSBC for Foundation banking.

By-Law:
Motion was made by Bill Gleason and Second by Lee Segal to adapt "October meeting" as Foundation Annual Meeting.

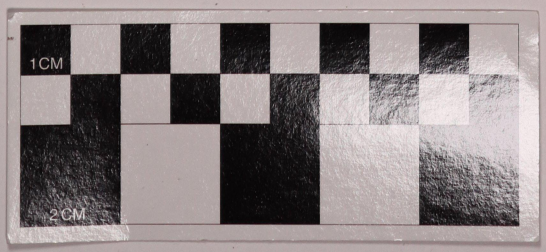
Motion was made by Lee Segal and Second by Ruth Gilb the term for the officers will be two (2) years.

Motion was made by Lee Segal and Second by Sho Tay the Foundation will have 12 meetings per year.

Motion was made by Bill Gleason and Second by Ruth Gilb the Monthly meetings are scheduled for 9:00am every 2nd Wednesday of every Month.



Lease Agreement



April 4, 1999

LEASE AGREEMENT
(With Construction Provisions)

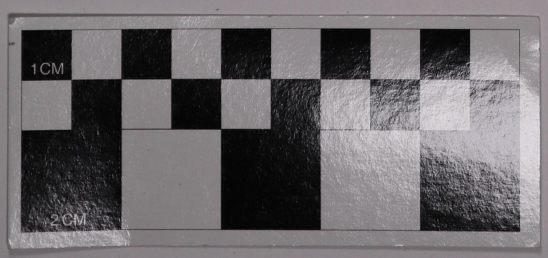
This Agreement is by and between the Arcadia Historical Society, a non-profit corporation, hereinafter referred to as "SOCIETY" (Lessee) and the City of Arcadia, a municipal corporation, hereinafter referred to as "CITY" (Lessor) to build and operate a historical museum on City property, hereinafter referred to as "MUSEUM" in order to exhibit items that present history of the City of Arcadia and San Gabriel Valley area pursuant to Government Code Section 37396.

WHEREAS, the SOCIETY has embarked upon a fundraising campaign for the purpose of constructing a new historical museum on City property; and

WHEREAS, the SOCIETY will provide funds to the CITY necessary to design and construct the MUSEUM, and CITY will hold those funds in a separate trust account for the exclusive purpose of designing and constructing MUSEUM; and

WHEREAS, the CITY has a location on CITY property utilized for recreational purposes for the MUSEUM in and around the Community Center located at 365 Campus Drive, Arcadia, California; and

WHEREAS, in the spirit of mutual cooperation to ensure the preservation of Arcadia's rich history, the MUSEUM will be constructed by the CITY with funds from the SOCIETY, and will be furnished and managed by the SOCIETY, subject to the terms and conditions of this Agreement.



Arcadia Historical Society
Board Meeting
AGENDA
November 23, 2010

Call To Order:

Roll Call

Carol Libby	Don Swenson	Phil Espanto
Scott Hettrick	Sandy Snider	Gene Glasco
Beverly Street	Gil Stromsoe	Sho Tay

Welcome Visitors, Guests, and Non-Voting Members

1.) Approval of October Meeting Minutes

2.) Treasurer's Report: Don Swenson and elucidation from Director Gil Stromsoe on Alice Slater Funds

3.) Correspondence: Bev Street

4.) Museum Report: Dana Dunn

5.) Discuss and vote on proposed changes to Mission Statement intended for future plans to expand Society's areas of influence, i.e. public awareness, civic/community interaction, and membership expansion.

6.) Discuss variation of By-Laws to accommodate Mission Statement revision. Vote to recommend/or reject motion to submit By-Law adaptation to membership body for consideration and vote.

7.) AT&T "Land Line" monthly billing: Essential Expense or Excessive Extravagance?

8.) Old Business:

- 2nd V.P. (Membership) and Member at Large
- Caminos
- AHS Data Base
- '59 Ford New Membership Draw
- Elk's Club Quarterly Meeting-January 23

Guess where this is--win a prize!

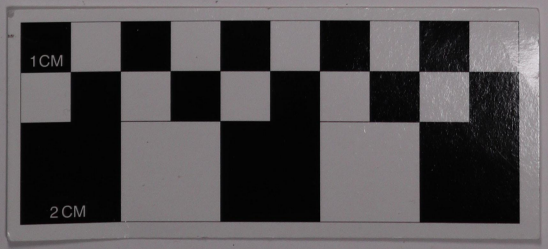
9.) New Business:

A. Society photo and scan activity/authority. Digital storage and collection access, identification, and preservation.
B. Quarterly Meeting Ideas

Announcements

No Regular Meeting Scheduled for December
Next Meeting Sunday, January 23, 2011

Happy Holidays!



City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

library.ci.arcadia.ca.us

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

museum.ci.arcadia.ca.us

Carolyn Garner-Reagan
Director of Library and Museum Services

September 4, 2010

Ruth Gilb
940 Singing Wood Drive
Arcadia, CA 91007

Dear Mrs. Gilb,

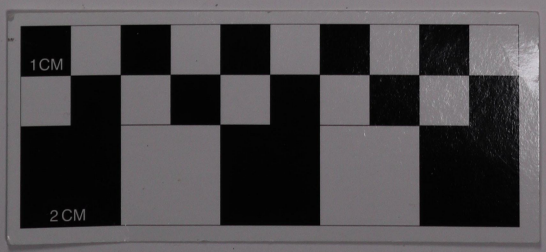
Please find included in this mailing, a copy of an email that was sent from Mr. Gene Glasco, President of the Arcadia Historical Society, in reply to Museum Director, Carolyn Garner-Reagan's, previous email to Mr. Glasco concerning the Museum's Brown Bag Lunch Talks. If you have any questions, please feel free to contact either myself or Mrs. Garner-Reagan.

Thank you, as always, for your support.

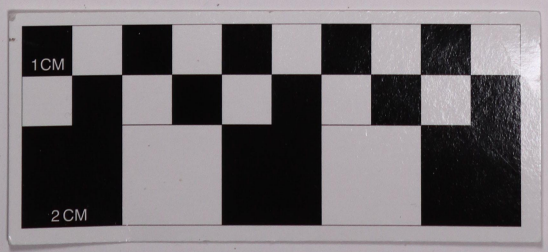
Sincerely,

Dana Dunn

Dana Dunn
Curator



Museum Policies



Ruth and Charles Gilb Arcadia Historical Museum
Collection Management Policy
Sections I-IX & XII adopted Mar 1, 2002
Section XI adopted July 10, 2002

I. **Statement of Purpose:** the following mission statement has been adopted by the Arcadia Historical Commission:

The mission of the Ruth and Charles Gilb Arcadia Historical Museum is to collect preserve and recognize Arcadia's heritage; to create a shared identity for a diverse community; and to celebrate the City's rich history with exhibits and educational programs that will encourage community involvement.

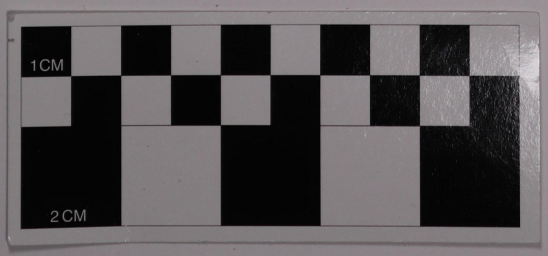
II. **Statement of Authority**: The Arcadia Historical Commission will oversee the implementation of the Collection Management Policy.

III. **Collection Objects:** The categories of collection for the Museum shall be :

- **A.** Permanent – consisting of art and historical objects in the Museum collection for the purpose of exhibition and study.
- **B.** Study – consisting of small teacher aids, usually expendable materials that may be used by students, various groups and individual visitors as educational tools for learning experiences and hands on act ivies.
- **C.** Props – consisting of a variety of unaccessioned items used to enhance exhibitions

IV. **Acquisitions:** The Museum will collect a variety of items, taking into consideration the usefulness of the items for exhibits and educational purposes.

- **A.** Items acquired will be in good condition and shall selectively represent Arcadia's history, and the work and contributions of an Arcadia person, business, or organization. Due to space limitations for exhibits and storage, the Museum Curator is authorized to limit acceptance of items that are both significant and representative items as related to Arcadia's history. Selectively also ensures that the Museum will be able to properly and responsibly care for and use these items.



Ruth and Charles Gilb Arcadia Historical Museum

Collecting Plan

I. Introduction

The purpose of this Collecting Plan is to serve as a tool to guide in the decision-making process of whether or not to include items in the Museum collection. Further, this plan communicates Information about the collection, collection priorities, and acquisition procedures to the community of Arcadia.

II. Mission Statement

The following Mission Statement has been adopted by the Arcadia Historical Museum Commission:

The mission of the Ruth and Charles Gilb Arcadia Historical Museum is to collect, preserve and recognize Arcadia's heritage; to create a shared identity for a diverse community; and to celebrate the City's rich history with exhibits and educational programs that will encourage community involvement.

III. Acquisition Policy

A. The Museum staff may acquire objects by donation, bequest, transfer or purchase (up to $25,000).

B. Authority for the acquisition of objects is granted to the Curator and the Director of Library and Museum Services by the Historical Museum Commission

C. The Museum shall require that all donations be given without restriction as to their use or future disposition. If, because of the unusual importance of an item, it appears that an exception to the policy is desirable, such action will require the approval of the Director of Library and Museum Services.

D. Artifacts shall have a clear, undisputed provenance that gives the donor the legal right to donate the item. The Museum will never knowingly accept or acquire any object that was illegally acquired or obtained under circumstances that would support or encourage irresponsible damage to or destruction of personal or public property.

E. When appropriate, ownership of copyright should be transferred to the Museum.

F. The Museum recognizes the contributions may be tax deductible under the applicable sections of the Internal Revenue Code. In accordance with requirements, however, the responsibility for determining appraised value remains with the donor.

IV. Acquisition Criteria

A. Relevance to mission statement.

Ruth and Charles Gilb Arcadia Historical Museum

Museum Exhibition Policy

Adopted March 5, 2003

The mission of the Ruth and Charles Gilb Arcadia Historical Museum is to collect, preserve and recognize Arcadia's heritage; to create a shared identity for a diverse community; and to celebrate the City's rich history with exhibits and educational programs that will encourage community involvement.

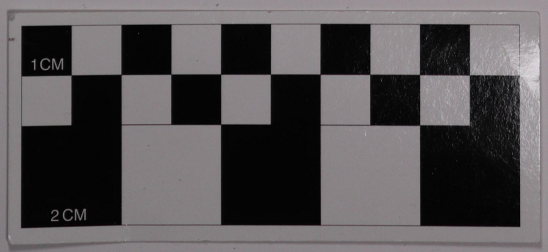
The permanent exhibitions portray a time-line of Arcadia history. Temporary exhibitions mounted in the Shaw galleries and other areas should reflect subject matter related to these themes and help advance the mission of the Museum.

The Curator and Museum Director will be responsible for approving proposals, overseeing exhibition content, and determining the exhibition schedule.

Guest curators or outside organizations may be invited by Museum staff to participate in Museum sponsored exhibitions. If an individual or organization proposes to host an exhibition, they will be asked to submit a proposal. This proposal shall include a description of the exhibition, a schedule, a budget that identifies responsibilities for installation and supplies, and any reception or other programming.

The Museum adheres to the City of Arcadia's Dedication Plaque Policy for permanent installation of plaques or memorials. Because of space limitations, the Museum cannot guarantee that gifts accepted by the Museum by visiting dignitaries and individuals will be displayed for a specified length of time or in a particular location.

March 5, 2003



RUTH AND CHARLES GILB ARCADIA HISTORICAL MUSEUM

ALCOHOLIC BEVERAGE POLICY FOR OUTSIDE GROUPS

Rules and Regulations – Alcoholic Beverages

Authorized organizations may request to serve white wine, beer or champagne as part of their use of the Museum. Upon approval from the Director of Library and Museum Services, the applicant will follow the requirements established hereafter.

1. Groups wishing to serve or sell alcoholic beverages must notify the Museum Staff when completing the facility reservation form.

2. The Director of Library and Museum Services has the right to approve or deny applications for serving of alcoholic beverages.

3. If approved, the applicant must abide by all requirements of the California Department of Alcoholic Beverage Control and obtain the required permits.

4. Unless the entire event is free (no charge for admission, food, etc.) and open to the public, then giving away alcohol is considered an indirect sale of alcohol and therefore a one-day permit is required.

5. Persons under 21 years of age will be allowed to be present at functions only under certain circumstances. They are:

   a. They are employed by a licensed caterer. No person under the age of 21 can act in the capacity of a bartender.

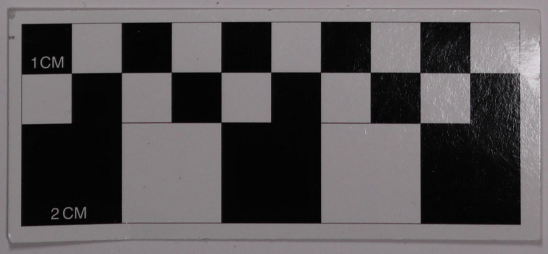
   b. Persons under 21 years of age shall not be served alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with State Law and the regulations of the Department of Alcoholic Beverage Control. Violators are subject to criminal prosecution, and reported violators will be denied approval of subsequent requests to use the facility.

6. The City reserves the right to request security personnel, with additional charge to renter, per the discretion of the Director of Library and Museum Services or designated representative.

7. The responsibility for obtaining all permits, providing alcoholic beverages being served, providing bar and barware equipment and cleaning up are the duty of the applicant. The Museum does not have an ice machine or refrigerator available.

VIOLATION OF ANY RULE OR REGULATION DURING THE EVENT MAY RESULT IN IMMEDIATE TERMINATION OF USE OF THE FACILITY BY THE APPLICANT.

The requirements noted on the reverse side of this paper must be followed in order to obtain a permit to serve alcohol on the premises of the Museum.



Ruth and Charles Gilb Arcadia Historical Museum
Patio Use Policy and Agreement Form

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The facilities are available at no charge to the following organizations:

- City of Arcadia
- Arcadia Historical Museum Commission
- Arcadia Historical Society and Friends of the Museum
- Arcadia Unified School District.

The facilities are available for a fee to non-profit organizations.

The facilities are not available for the following:

- Commercial organizations
- Private parties
- Use by organizations on a regular basis (every day, week, or month.)

Use that would conflict with Museum programs or activities cannot be granted.

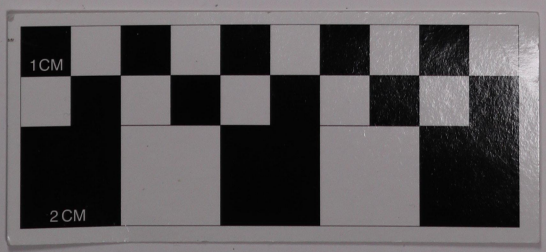
Application for use of the Patio shall be made no more than three months in advance and at least 48 hours prior to the proposed date of use. Priority will be given to Museum-sponsored activities. The Patio is available only during the hours the Museum is open to the public. The Museum may at its sole discretion reject an application. Any scheduled group may be asked to reschedule a particular meeting in order to make the space available for a special purpose.

Food and beverages are prohibited inside the Museum gallery and collection storage areas. Users will be responsible for making sure that event attendees do not enter the Museum with food or beverages at any time. The kitchen may be used for food staging with prior approval and within the rental time. Access to the kitchen is from the Patio only. Passage through the collection storage area to and from the kitchen is not permitted.

Fees for the use of the Patio are payable at the time of the application.

- There is a fee of $20.00 per hour with a two hour minimum. The total fee is derived by multiplying the hourly fee by the number of hours (including any portion of an hour which shall be rounded up to a full hour) of the proposed and approved use.
- There is an additional fee if food and beverages are served of $20.00.
- Fees will be refunded only if the event is cancelled two or more weeks prior to the scheduled date of use.

The Patio will be available at no charge for setup thirty (30) minutes prior to the scheduled start time of the event. Cleanup must be completed by the end of the scheduled time, which can be no later than thirty (30) minutes before the Museum closes. The Museum reserves the right to bill a user after an event if the time used exceeds the schedule.



Major Gift
Committee

Standing Rule as adopted by the
***Arcadia Historical Society* Board of Directors**
On June 21, 2007

A **Major Gift Committee** (Committee) is hereby established.

Purpose:
To raise major gifts through the *Arcadia Historical Society, Inc.* (Society) for the benefit of the Ruth and Charles Gilb Arcadia Historical Museum (Museum).

Members:
The Committee shall be composed of five (5) members. The Society Board shall appoint three (3) members, at least one of which shall be a member of the Society Board. The Commission shall appoint two (2) members, at least one of which shall be a member of the Commission.

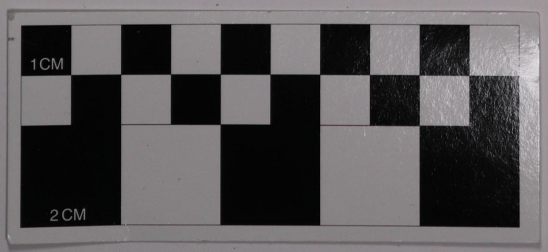
Bank Account:
An Account shall be opened in the name of the Museum and shall be managed and controlled by the Committee.

Donations:
All checks received must be made payable to the *Arcadia Historical Society, Inc.*; for the benefit of the Arcadia Historical Museum. Checks received must be endorsed by the Treasurer of the Society. For tax purposes the Treasurer shall keep record of all checks endorsed by him. The list should include: the number of the check, name of the maker and the amount. The list should be labeled "Museum".

Major Gift Project(s):
The Curator will prepare a list of projects that will be brought to the Society Board and the Commission for their approval. Once approved by both the Society Board and the Commission, a request for Disbursement shall be made by the Curator as set forth below.

Request for Disbursement:
Once approved by the Society Board and Commission the Curator of the Museum shall address a request for disbursement to the Committee. Said request shall include the purpose, approximate amount and possible payee. Copies of all requests shall be forwarded to the Society Board and Commission.

Committee:
All checks issued for requests approved by the Committee must carry two (2) signatures. A record of all checks issued must be kept current. The list should include: number of the check, date issued, amount and the name of the payee. A list of checks issued must be forwarded to the Curator and the Society Board on a Quarterly basis. Nil reports are required. The Account shall be audited annually. Copies of the audit report shall be disseminated to the Society Board and Commission.



Arcadia Historical Society Major Gift Committee

Contact List

Floretta Lauber
Chairperson
P.O. Box 661675
Arcadia, CA 91066
626.355.6945
socialwhirl@verizon.net

William Gleason
Secretary
901 Monte Verde Drive, Arcadia, CA 91007
H: 626.446.9609
W: 626.795.8896
wgle444444@altrionet.com

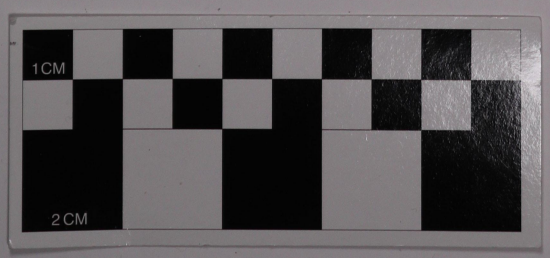
Sho Tay
P.O. Box 1421, Arcadia, CA 91770
626.447.2935
shotay@arcadiacity.com

David Lee
630 W. Huntington Dr. #630, Arcadia, CA 91007
626.446.2272
david.arcadia@gmail.com

Lee Segal
1135 Fallen Leaf Road, Arcadia, CA 91006
626.355.1664
leesegal316@msn.com

Dana Dunn
Museum Liaison
380 W. Huntington Dr., Arcadia, CA 91066
626.574.5468
ddunn@ci.arcadia.ca.us

dd/2-13-08



Ruth & Charles Gilb Arcadia Museum

Arcadia Historical Society

Long Term Financial Committee

Curator's Wish List (revised)

Museum Education Building

This would be a new structure, in addition to the current museum, on the adjacent area where the shuffle board courts are located currently. The museum would have primary use rights for historical programs and education, also sharing the space with the recreation department. This space would be used for Family Fun Days, school group education, the Scout Program, adult education and other programs associated with the museum and historical society.

Exhibit Display Cases and Pedestals

Museum display cases are needed for the exhibit spaces to allow for more varied exhibit presentation, and mostly needed for security of the artifacts. We would need a variety of heights and sizes to accommodate the revolving artifacts and exhibits on display. Cases from about 900.00 to 4,000.00 and up. Pedestals from about 150.00 to 1,000.00.

Exhibit Display Walls and Graphics, Historical Chronology Space

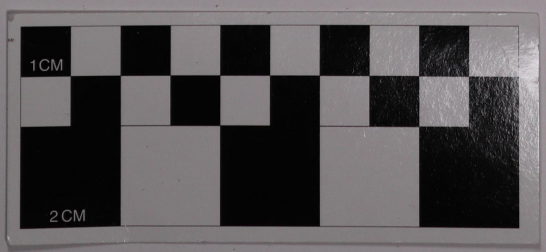
Exhibit walls and graphics are needed for the Arcadia historical chronology section. These walls will allow for better interpretation of the historical time periods of Arcadia, separating the time periods such as; early Indian history, the Hugo Reid Period, The Lucky Baldwin Period, WWI, WWII, etc. Graphics can also be incorporated into the walls, making the exhibit space more inviting and attractive. Prices to be determined after consultation with designer.

Dorfman Museum Figures

This company makes custom figures (mannequins) according to specific needs. They are the best figures available and are even used by the Smithsonian. We would give them a photograph and they will produce a figure to look just like the historic person. I would like to suggest a figure of Anita Baldwin for our new Anita/Anoakia exhibit that we are planning, or one of Lucky Baldwin. There are many other historic figures we could do as well, but these two seem like they would be most important figures to start with in Arcadia history. Ballpark figures: 3,000.00 to 4,000.00 each.

Tour Mate

Tour Mate is a self-guided audio tour system that can be used in our Arcadia chronological history section primarily. This would be a pre-taped audio tour, written and performed by museum staff, historical society members and guests from the community about the history of Arcadia. We could even have some of our historical society members tell stories or, for example, we could have a Tongva person narrating the Native American history, etc. We could also use this device for our revolving temporary exhibit tours. The system would rent out at the front desk. Six wand system: about 5,000.00. Software: about 2,500.00



Gift Shop
Agreement

City of Arcadia

Arcadia Public Library

20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

Ruth and Charles Gilb Arcadia Historical Museum

380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

Janet Sporleder
Director of Library and Museum Services

Mary Young, President
President, Arcadia Historical Society

Re: Agreement between the Arcadia Historical Society and the City of Arcadia

Dear Mrs. Young:

The City of Arcadia would like to confirm certain provisions related to the operation of a Museum Gift Shop at the Ruth and Charles Gilb Arcadia Historical Museum.

- Proceeds from the sales of merchandise will be used to support the Ruth & Charles Gilb Arcadia Historical Museum, its programs and exhibits.
- The Friends of the Museum, an auxiliary of the Arcadia Historical Society, will assume the responsibilities of maintaining shop inventory; providing sales personnel and work schedules; recording sales, payments of sales tax and deposits and reporting these quarterly to the Historical Society Treasurer; securing the cash box and receipt book; educating and training gift shop volunteers; and enforcing acceptable gift shop procedures and ethics.
- The Historical Society Treasurer will submit quarterly financial reports regarding Museum Shop activity to the City.
- Merchandise selected for sale will reflect Arcadia's history, be relevant to the Museum's Mission Statement and appropriate for the limited space available for shop display.
- Museum staff may record sales in the absence of volunteer sales personnel but is not responsible for maintaining inventory, making deposits or any other operational responsibilities
- Museum space allocated for gift shop activities will be determined by the Director and Curator.

The terms of this letter of agreement shall commence upon execution and return of a signed copy to the City. It may be terminated by either party upon submission of notice of termination 30 days before the effective date of termination.

Mary B Young
President, Arcadia Historical Society

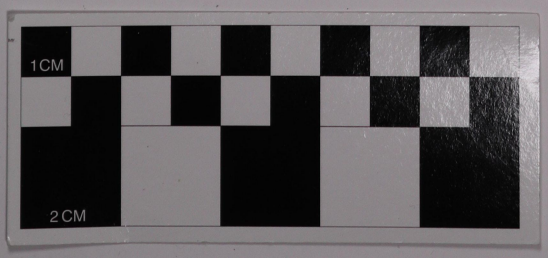
Date 11-17-05

City Manager

Date 11.22.05

Director of Library and Museum Services

Date 11-9-05



Job Descriptions

CITY OF ARCADIA

HISTORICAL MUSEUM CURATOR

DEFINITION

Under general supervision, to plan and organize a variety of services, programs, and activities related to the Arcadia Historical Museum including collections management, exhibition design and construction, cataloging, grant writing, research, and public assistance; and to provide highly responsible and complex administrative support to the City Manager or designee.

SUPERVISION EXERCISED

May exercise supervision over technical, clerical, and volunteer staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Schedule, oversee, and coordinate museum programs and educational events.

Develop grant requests for program funding and administer funds.

Participate in the development and administration of the annual budget.

Coordinate all collection-related activities including maintenance of all museum collections, exhibits, and museum loans.

May supervise and train Museum staff and/or volunteers; serve as primary contact for recruitment and training related to the Museum.

Conduct historical lectures for schools and local organizations; conduct museum tours; present research findings at public forums.

Serve as the Museum's primary contact for community organizations, media, schools, and the public.

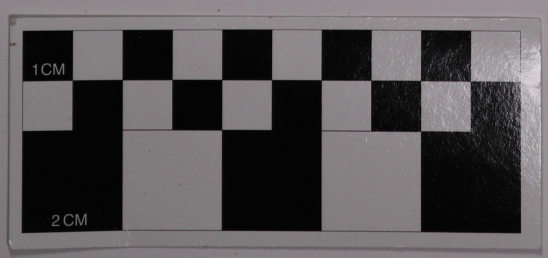
Serve as liaison to other museums and historical organizations.

Provide appropriate documentation of new artifacts through cataloging and registration.

Maintain new acquisitions and deaccessions according to the Museum's mission and collections statements and provide appropriate recommendations.

Recommend and implement goals, objectives, and practices for providing effective and efficient Museum services.

Oversee the operations of the gift shop.



CITY OF ARCADIA

HISTORICAL MUSEUM EDUCATION COORDINATOR

DEFINITION

Under supervision of the Historical Museum Curator, to plan and implement interpretive programs for the Arcadia Historical Museum, addressing historic topics for various audiences with an emphasis on educational services for school children and teachers; and to work with Arcadia Historical Society Docent chairperson on recruiting on training and scheduling docents.

SUPERVISION EXERCISED

May exercise supervision over docents and volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, supervise and participate in museum programs and educational events for adults and children.

Serve as school liaison for scheduling and giving tours.

Develop resource materials that support exhibitions and compliment school curricula.

Coordinate outreach programs.

Assist with selecting, supervising, training, and evaluating docents.

Prepare and maintain records and reports.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

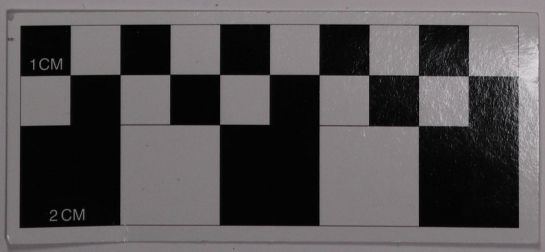
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Museum education principles and methods.

Techniques used in public relations.

Modern office practices, methods and computer equipment.



Ruth and Charles Gilb Arcadia Historical Museum
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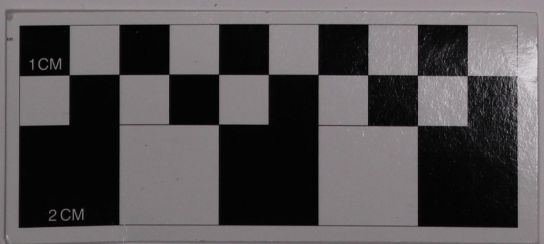


City of Arcadia

Office of the City Manager

Donald Penman
City Manager

February 11, 2010

Floretta Lauber
Chair, Major Gift Committee
P.O. Box 661675
Arcadia, CA 91066

Ruth Dunlop
President, Arcadia Historical Society
2017 Holly Avenue
Arcadia, CA 91007

Margaret Barrows
Chair, Arcadia Historical Museum Commission
324 S. Second Avenue #C
Arcadia, CA 91006

Dear Floretta, Ruth, and Margaret,

At the February 2, 2010 meeting of the Arcadia City Council, the Council took up consideration of the Historical Museum Commission's two recommendations regarding the proposed Museum Education Center: 1) payment of $2,650 to Robert Daggett for additional schematic design work to be paid from the Museum's Gilb Memorial Fund trust account and 2) naming rights for the Museum Education Center be given to any donor who contributes 50% or more of the cost of the building and that similar naming rights be given to a donor who contributes 50% or more for the cost of the each of the individual classrooms.

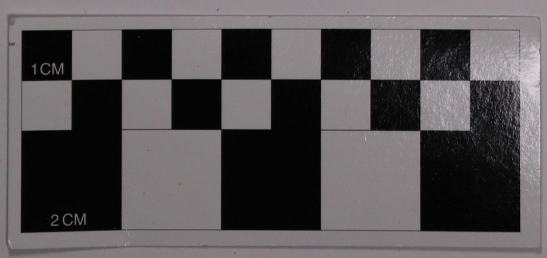
First Recommendation

The Council did vote after lengthy discussion to approve payment of $2,650 to architect Robert Daggett from the Museum's Gilb Memorial Fund Trust account with the stipulation that staff put in writing the following:

The Council will not approve any additional expenditure of City funds, including money from the Museum's Gilb Memorial Fund Trust account, on the Museum Education Center.

Council gave staff this direction because when the Council approved the concept of the Museum Education at the August 18, 2009 Study Session, it was their understanding that all of the money for the building, including the cost of architectural fees, would be raised through private donations. When the Council agreed to pay a bill of

240 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91066-6021
(626) 574-5401
(626) 446-5729 Fax



THE GETTY
FOUNDATION

March 19, 2009

Ms. Carolyn Garner-Reagan
Director of Library and Museum Services
City of Arcadia
240 West Huntington Drive
P.O. Box 60021
Arcadia, CA 91066

THE GETTY
The J. Paul Getty Museum
Research Institute
Conservation Institute
Foundation
The J. Paul Getty Trust

Dear Ms. Garner-Reagan:

I am writing in response to the City of Arcadia's application for a multicultural undergraduate summer internship grant from the Getty Foundation. Unfortunately, after very careful consideration, the application was not approved for support.

This year's review process proved to be exceptionally competitive due to an increased number of applications and current budgetary constraints. The review committee weighed many factors, including the number of internships relative to the size of the organization, the nature of the supervision and training to be offered, and the strength of the proposed internship activities. Given the strong competition, the review committee also considered the extent to which the internship would contribute to the goal of introducing multicultural undergraduates to careers in museums and visual arts organizations, particularly in programmatic areas such as curatorial, conservation, and museum education.

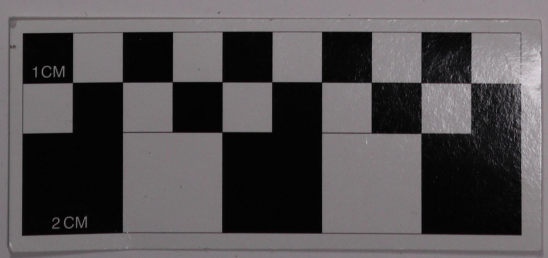
I appreciate your interest in the Getty Foundation and regret that we cannot be of assistance at this time. Please accept our best wishes for your organization's ongoing work.

Sincerely yours,

Angie Kim
Program Officer

AK/ga

1200 Getty Center Drive, Suite 800, Los Angeles, California 90049-1685 Phone 310 440.7320 Fax 310 440.7703
www.getty.edu



STAFF REPORT

Library and Museum Services Department

January 20, 2009

TO: Mayor and City Council

FROM: Carolyn Garner-Reagan, Director of Library and Museum Services

SUBJECT: **Proposed Museum Education Center**
Recommendation: Provide conceptual approval and direction

SUMMARY

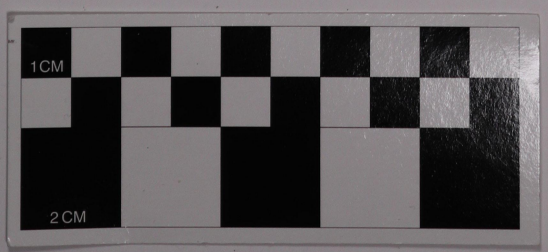
The Major Gift Committee of the Arcadia Historical Society is proposing to raise funds for a Museum Education Center to be built on the existing shuffleboards courts between the Ruth and Charles Gilb Arcadia Historical Museum and the Community Center. The City Council needs to approve this concept for the project to proceed.

DISCUSSION

The Major Gift Committee of the Arcadia Historical Society is proposing to raise funds for a Museum Education Center to be built on the existing shuffleboards courts between the Ruth and Charles Gilb Arcadia Historical Museum and the Community Center. The Historical Museum Commission considered this project at their January 7, 2009 meeting and while they did not formally take action to approve it, they support the concept.

When this building was first conceived in 2006 as a space for exhibits, much needed artifact storage space and programs, the City Manager hired an architect to create a conceptual design. The concept proposed a building of basically one large room of 864 square feet with a storage area and would include a patio of about 40 square feet. Since that time, the need for additional exhibit space has lessened with the reconfiguration of the existing Museum gallery. The need for storage space has been somewhat reduced since some oversized items from the Museum's collection are now being housed at the City's self-storage building on Huntington Drive.

However, the need for a larger and more flexible classroom and meeting space has continued to grow as the programs of the Museum have developed and attendance has significantly increased. Museum programs, including the Brown Bag lunch talks and family programs, have had an enthusiastic reception from the community. It has been challenging to meet the demand because the Museum's meeting room has a legal limit of 17 and the patio is limited to 49 at this time because it only has one legal exit. In addition to the Museum's needs, the



City of Arcadia

Arcadia Public Library
20 West Duarte Road
Arcadia, CA 91006
(626) 821-5567

Ruth and Charles Gilb Arcadia Historical Museum
380 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91006-6021
(626) 574-5440

Janet Sporleder
Director of Library and Museum Services

December 31, 2008

Ruth Gilb
940 Singing Wood Dr.
Arcadia, CA 91006

Dear Ruth Gilb,

On behalf of the Ruth and Charles Gilb Arcadia Historical Museum Commissioners, staff, volunteers and visitors, please accept my sincere thanks for your gift of a binder, belonging to Charles Gilb, containing ephemera about the City of Arcadia. Donations such as yours add to the integrity and quality of this Museum and the City of Arcadia as we strive to present and preserve its history.

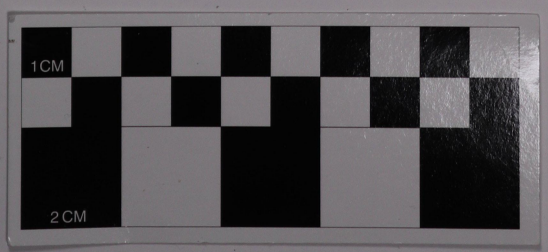
In order to complete the donation, please sign both copies of the Deed of Gift and return one copy in the self-addressed, stamped envelope enclosed. You may retain the other copy for your records.

Again, many thanks.

Sincerely,

Dana Dunn

Dana Dunn
Museum Curator



RUTH AND CHARLES GILB ARCADIA HISTORICAL MUSEUM

ALCOHOLIC BEVERAGE POLICY
FOR OUTSIDE GROUPS

Rules and Regulations – Alcoholic Beverages

Authorized organizations may request to serve white wine, beer or champagne as part of their use of the Museum. Upon approval from the Director of Library and Museum Services, the applicant will follow the requirements established hereafter.

1. Groups wishing to serve or sell alcoholic beverages must notify the Museum Staff when completing the facility reservation form.

2. The Director of Library and Museum Services has the right to approve or deny applications for serving of alcoholic beverages.

3. If approved, the applicant must abide by all requirements of the California Department of Alcoholic Beverage Control and obtain the required permits.

4. Unless the entire event is free (no charge for admission, food, etc.) and open to the public, then giving away alcohol is considered an indirect sale of alcohol and therefore a one-day permit is required.

5. Persons under 21 years of age will be allowed to be present at functions only under certain circumstances. They are:

    a. They are employed by a licensed caterer. No person under the age of 21 can act in the capacity of a bartender.

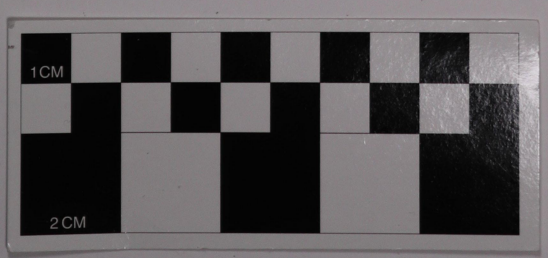
    b. Persons under 21 years of age shall not be served alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with State Law and the regulations of the Department of Alcoholic Beverage Control. Violators are subject to criminal prosecution, and reported violators will be denied approval of subsequent requests to use the facility.

6. The City reserves the right to request security personnel, with additional charge to renter, per the discretion of the Director of Library and Museum Services or designated representative.

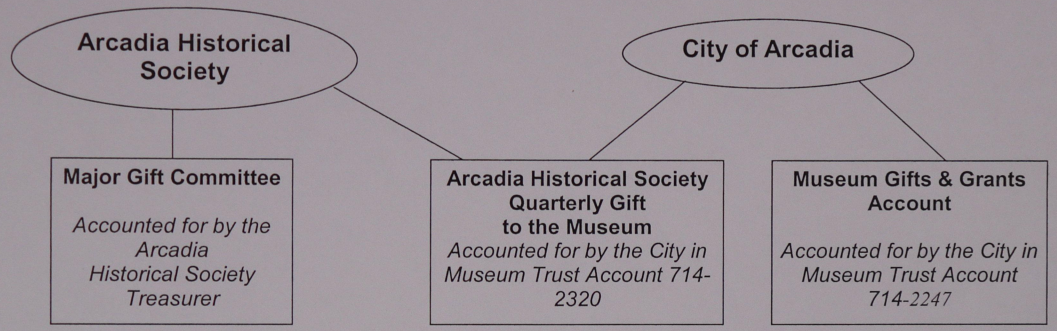
7. The responsibility for obtaining all permits, providing alcoholic beverages being served, providing bar and barware equipment and cleaning up are the duty of the applicant. The Museum does not have an ice machine or refrigerator available.

VIOLATION OF ANY RULE OR REGULATION DURING THE EVENT MAY RESULT IN IMMEDIATE TERMINATION OF USE OF THE FACILITY BY THE APPLICANT.

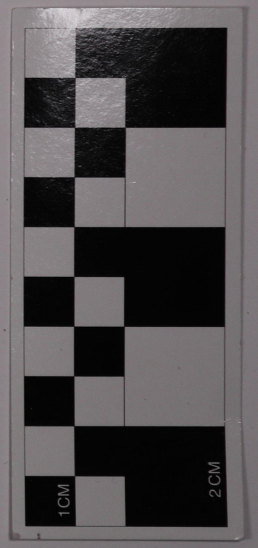
The requirements noted on the reverse side of this paper must be followed in order to obtain a permit to serve alcohol on the premises of the Museum.



Ruth & Charles Gilb
Arcadia Historical Museum
Chart of Special Funds



February 2009



City of Arcadia, CA

Print Close

Boards And Commissions

Are you interested in serving on a City Board or Commission?

Qualifications: Appointees must be residents of the City of Arcadia at the time of their appointment and at all times during their term in office. Additionally, Board or Commission members shall not hold public office as an elected official at the time of their appointment or at any other time during their term. Each Board and Commission member shall serve at the pleasure of the City Council.

Board and Commission members are appointed by the City Council:

1. To advise the City Council and the City Manager on matters within their area of interest as prescribed by the City Charter and/or the City Council.
2. To enable more attention to be given to specific issues and problems.
3. To act as a channel of communication between municipal government and the public by presenting City proposals to the public, and in turn transmitting to City officials the reactions, opinions and proposals of citizens. In this respect their role is one of reducing misunderstandings concerning City policies and programs, reconciling contradictory viewpoints and aiding the development of common goals and objectives.
4. To provide a greater opportunity for citizen participation in the affairs of City government.

Each appointed Board or Commission member may serve up to two (2) consecutive four (4) year terms except the Senior Citizen's Commission where members may serve up to two (2) consecutive two (2) year terms.

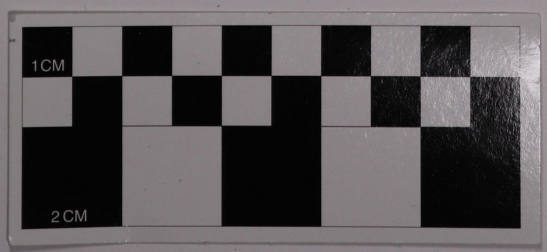
If you are interested in being considered for service on a board or commission, please click here to download a Citizen Service Resume. After you complete the form, please send it to:

City Clerk's Office
City of Arcadia
P. O. Box 60021
Arcadia, California 91066

Commission appointments are made by the City Council as positions become vacant and once annually in June. Current list of Arcadia Board and Commission Members

A summary of the duties of each board and commission is provided below:

The Arcadia Beautiful Commission meets on an as needed basis
City Liaison: Connie Schacatano, Executive Assistant, City Manager's Office (626) 574-5434

Seven members meet at three "regular" meetings each year with additional meetings and/or time commitments scheduled for the purpose of conducting judging for the Arcadia Beautiful and Holiday Decoration Award programs, participating in a recognition event for the holiday awards in December, and attending an Arbor Day Celebration.

The Historical Museum Commission meets the 1st Wednesday of the month at 5:00 p.m. in the Museum Conference Room, 380 W. Huntington Drive